

# **TRUSTEE MEETING AGENDA 12/04/2024**

**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 November 20<sup>th</sup> Board of Trustees regular meeting.
- Bills before the Board

## **Public Comments**

**Discussion** - Rich Surace, Energy Alliances Aggregation Presentation

**Public Hearing** – Rezoning of 0 Ludlum Rd.

## **New Business**

### **Resolutions**

- Resolution No. 2024-1204A – Approving the Rezoning of 0 Ludlum Rd.
- Resolution No. 2024-1204B – Increase in Appropriations in the General Fund

### **Motions**

- Cardiac Monitors Replacement Purchase
- Accepting Hurst Kelly to do the 2024 Financial Report
- Purchase Cemetery Deed
- Amend the Hamilton Township Roster as presented
- Approve Employee Payrate Increase

## **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 appointment, employment or compensation of public employees.

## **Adjournment**



## **HAMILTON TOWNSHIP**

### **HAMILTON TOWNSHIP ADMINISTRATION**

Darryl Cordrey – *Board Chair*  
Joseph Rozzi – *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

## **Hamilton Township Trustee Meeting November 20, 2024**

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

Roll call as follows: Darryl Cordrey  
Joe Rozzi  
Mark Sousa

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal as the Official Meeting Minutes of November 6, 2024, Trustee Meeting.

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

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

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

### **Swearing-In Ceremony**

Full-time Police Officer Chase Hounshell

Chief Hughes introduced Chase Hounshell, a 2017 graduate of Little Miami High School, began his career as a Corrections Officer for the Clermont County Sheriff's Office before transitioning to UC Health as a Police Officer in 2019, where he completed the UC Health Police Academy in 2021. He then worked for the Village of Morrow, where he successfully organized their National Night Out event in 2021. In 2022, Chase continued his career with the City of Lebanon, making a positive impact in the community. Known for his dedication and loyalty, he resides in Lebanon with his wife Jordan and their two children, Parker and Everly. He was pinned by his father, Hamilton Township Police Officer Brian Hounshell.

**Presentation-** Randy Merrill, McGill Smith Punshon- New Public Works Facility

Mr. Randy Merrill, Vice President of McGill Smith Punshon, presented the concept for the new Hamilton Township Public Works Facility. In his presentation, he highlighted that the design incorporates additional parking for the Administration/Police Department, with the facility located between the existing buildings. Notably, the design avoids the need for a new curb cut. The aesthetic of the new facility will be in harmony with the current designs of Fire Station 76 and the Administration/Police Building.

The new design will feature a 19-vehicle bay, a mechanic bay, as well as office and breakroom spaces to support both personnel and fleet vehicles. The mezzanine will have high ceilings, allowing for the maintenance and storage of larger vehicles. Additional equipment and salt dome will continue to be housed at the current public works facility at Testerman Park.

Mr. Merrill explained choosing a Construction Manager at Risk (CMR) method offers key benefits for all parties involved. For owners, it ensures working with qualified firms, promotes early planning for cost control, and reduces risks like redesigns and delays. For construction managers, early involvement leads to better collaboration, smoother coordination, and more accurate bids, minimizing surprises and change orders. For architects, CMR fosters a true partnership, improves cost control, and reduces inefficiencies, while also ensuring better coordinated bids and fewer change orders during construction. He outlined the five phases of the construction process:

**Step 1: CMR Selection**

Develop and advertise the CMR solicitation package (RFQ/RFP). Review submissions, shortlist at least three candidates, interview them, and select the preferred CMR. Negotiate the contract with the chosen firm.

**Step 2: Preconstruction Services**

Review the project, establish a control estimate based on concept designs, and conduct value management to align the design with the budget.

**Step 3: Guaranteed Maximum Price (GMP)**

Prepare and review the GMP agreement for owner approval. Finalize contracts with subcontractors, suppliers, and vendors. Develop the project schedule and hold a kickoff meeting with the owner, design team, and key subcontractors.

**Step 4: Construction Phase**

The CMR manages all contracts, coordinates construction activities, oversees subcontractors, and ensures compliance with project plans, schedule, and GMP. This includes constructability reviews, updating estimates at design milestones, managing bids, and ensuring timely procurement of long-lead items. Final bids are reviewed with the owner and design team.

**Step 5: Project Completion & Close-Out**

Upon completion, the CMR provides a punch list, coordinates with the owner and design team to address corrective measures, and ensures all contractual obligations are met. They finalize

payments, resolve outstanding issues, and provide the owner with project documents, warranties, manuals, and necessary operational training.

Mr. Cordrey shared his previous experiences with projects where he felt he lost control and emphasized the importance of having flexibility in both the building design and process while still maintaining control over the project.

Mr. Sousa highlighted his familiarity with using the Construction Manager at Risk (CMR) process, citing its successful application during the construction of the school amid the COVID-19 pandemic. Despite material price increases, the project remained within budget and adhered to the original timeline. He expressed satisfaction with the decision to use a CMR.

Mr. Rozzi, who is unfamiliar with the CMR process, noted that he would be relying on the advice of the other trustees for guidance.

### **Public Comments**

Mr. Cordrey opened the floor to public comments at 6:44 PM, with nobody approaching he closed the floor to comments at 6:44 PM.

### **New Business**

#### **Motion to authorize an agreement with MSP for the design, assistance with the selection of a construction manager and professional services for the Public Works Facility**

Mr. Cordrey made a motion with a second from Mr. Rozzi to authorize the Township Administrator to enter into an agreement with McGill Smith Punshon, Inc. for the design, assistance with the selection of a construction manager and professional services for the Public Works Facility.

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

#### **Motion to authorize the Township Administrator to accept the proposal from Gamechanger Athletics for the athletic court project at Testerman Park for an amount not to exceed \$116,160.60.**

### **Presentation-** Nicole Earley- Athletic Courts at Testerman Park

The athletic courts at Testerman Park are in need of maintenance, and funding has been secured for the project. The board allocated \$50,000 in 2023, with a split of \$31,253 from NatureWorks

funding and \$18,747 from the Township contribution. A grant was awarded, and two project options have been evaluated. However, both options exceed the original budget estimate.

#### Project Options:

1. Option 1: Color Coating
  - Initial Cost: \$75,000
  - Maintenance Cost every 6 years: Estimated \$20,000+ (for crack repairs and color coating)
2. Option 2: Sport Court Tile Installation
  - Initial Cost: \$103,320.60
  - Maintenance Cost every 6 years: Estimated \$5,000 (for minor repairs, if needed)

Staff recommends proceeding with Option 2 (Sport Court Tile Installation). This option involves minor repairs to cracks and low spots before installing durable Sport Court tiles. This system offers long-term durability, requires minimal maintenance, and reduces court closures. It also provides superior protection against abrasions, head injuries, and muscle and joint injuries.

#### Additional Necessary Upgrades:

- Tennis Net System, Portable Pickleball Nets, Basketball Hoops
  - Cost: \$12,840

#### Funding Breakdown:

- ODNR NatureWorks Funding: \$50,000 (split into \$31,253 reimbursement and \$18,747 Township contribution)
- Encumbered Funds (Unused Capital Grant): \$53,320.60 (from Marr Park project)
- Encumbered Funds (Contracted Services): \$12,840 (for equipment)

Total Project Cost: \$116,160.60

Mr. Cordrey inquired about the durability and replacement of the Sport Court tiles. Ms. Earley clarified that the 12”x12” tiles easily connect, and replacements can be done by the Township as needed. The courts come with a 15-year warranty, and feedback from companies and private owners indicates that replacements are rarely necessary within that period, typically only occurring if the court's usage or design is being changed.

The Trustees requested images featuring courts in different colors, along with the possibility of incorporating the Hamilton Township logo onto the courts. Ms. Earley recommended revising the motion to account for the additional cost of adding the logo. Mr. Wright suggested adjusting the requested amount to \$117,500.00.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to accept the proposal from Gamechanger Athletics for the athletic court project at Testerman Park for an amount not to exceed \$117,500.00.

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

**Motion to Approve Hamilton Township Roster as presented**

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

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

**Motion to approve the revision of the Township Personnel Policy Manual, Section 6.02 Vacation Leave as presented, effective 11/20/2024.**

Mr. Wright explains that the policy revision is cost neutral and consistent with surrounding jurisdictions. The change focuses on improving employee well-being and simplifying administrative processes. The first revision allows partial vacation accrual after completing probation, supporting mental health and aiding recruitment, especially for mid-career employees. It also provides flexibility for extending probation without accrual. The second revision standardizes vacation accruals to occur at the end of the probationary period, on the anniversary date, and annually on January 1st, making management easier. The third revision grants full vacation credit for prior service with a State of Ohio public employer, helping recruit experienced employees by recognizing their past service.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the revision of the Township Personnel Policy Manual, Section 6.02 Vacation Leave as presented, effective 11/20/2024.

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

**Resolution 24-1120A, a resolution adopting procedures regulating the payment by an insurance company for fire damage to structures located within Hamilton Township.**

Mr. Wright highlighted that, several years ago, the State of Ohio passed legislation allowing municipalities and townships to adopt resolutions to streamline the reimbursement process in cases like this. He recommended that the Township adopt a similar resolution. If adopted, the Township would file the resolution with the Warren County Treasurer's Office and the State Highway Insurance Department. This would ensure that, in the event of another major incident, insurance companies would be required to check for such resolutions before distributing insurance proceeds to the property owner.

By having this resolution in place, the Township would be prioritized for compensation related to expensive property abatement and cleanup. This would prevent long delays in receiving compensation and allow the Township to recover these costs more promptly by attaching the expenses as a lien to the property.

Mr. Wright emphasized that such resolutions have become more common in Ohio and adopting this resolution would provide the Township with better protection and a more efficient process should a similar situation arise in the future.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1120A, a resolution adopting procedures regulating the payment by an insurance company for fire damage to structures located within Hamilton Township.

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

**Resolution 24-1120B, a resolution approving Hamilton Township’s entry into a consent decree resolving Warren County Common Pleas Court Case No. 22CV095455, and authorizing submittal of the consent decree for the Common Pleas Court’s review and approval in such case, in accordance with Ohio Revised Code 505.07**

In 2005 there was a request for access to the Warren County sanitary sewer system for the development of a single-family subdivision on Mounts Road. In 2022, Warren County had denied access to the property, and since then, all parties have been negotiating to reach a fair resolution. The goal is to avoid additional expenses that would arise from continuing litigation.

The development had previously been reviewed and approved by Hamilton Township as a cluster development, complying with zoning requirements related to density and frontage. One of the key discussions during negotiations was adding additional buffering to address concerns from residents along Mounts Road. The developers have agreed to work with the Township to add this buffering to minimize any potential impact on the neighboring properties.

The Township clarified that they were not financially contributing to the settlement of this development, aside from legal expenses incurred during the process. The Township had previously moved to intervene in the case because it was not originally a party to the proceedings. It was later confirmed that the development had prior approval, dating back nearly 20 years, which helped resolve some of the issues.

The project plans are still under review, and the Township is working with the developers on potential improvements to Mounts Road. There may be changes to the neighborhood entrance and possible road modifications, but the final details are still being worked out. The Township

will share updates with interested parties once they have more information from the engineer's office.

The Trustees thanked residents for their patience and involvement in the process.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1120B, a resolution approving Hamilton Township's entry into a consent decree resolving Warren County Common Pleas Court Case No. 22CV095455, and authorizing submittal of the consent decree for the Common Pleas Court's review and approval in such case, in accordance with Ohio Revised Code 505.07

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

**Resolution No. 2024-1106C – Authorizing Private Sale of Unneeded and Unfit-For-Use Property in the Police and Fire Department**

Chief Jewett stated that any equipment that is suitable for training purposes will be donated to the Great Oaks Academy.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 2024-1120C, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department and Fire/EMS Department.

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

**Resolution 24-1120D, a resolution adopting the 2025 Annual Budget.**

Mr. Wright reviewed the 2025 budget, noting a decrease in capital expenses and general fund spending, as well as the need to replace the public works facility. He highlighted the benefit of paying off the administration and police building debt two years early, saving \$21,000 in interest. The budget was updated to reflect the necessary funds to pay off this debt early.

The board also discussed transferring a portion of the 2025 interest income from the general fund to the police and Fire/EMS funds. The proposed transfer is \$50,000 each to the police and fire funds, which is about 16-17% of the general fund's interest income.

Ms. Elliott inquired about the police and fire fund deficits. Mr. Wright explained that these funds often run deficits due to inflation, growth, and limitations of inside millage. The board anticipates needing to replace or increase levies in the future, with projections indicating this may be needed around 2029.



The discussion also covered the historical trend of underestimating revenues for police and fire funds. Mr. Sousa expects the actual deficits for these funds to be smaller than projected and suggested a future presentation comparing budgeted vs. actual figures for 2024.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1120D, a resolution adopting the 2025 Annual Budget.

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

**Resolution 24-1120E- a resolution approving an increase in appropriations in the Police District Fund to reconcile budgets for the calendar year 2024.**

Mr. Wright explains the Township budgets money each year for towing companies, the revenue from the impound lot has been higher than expenses, resulting in a return on investment. The lot has been busier this year due to increased Police Department activity, but the revenue covers the costs.

The Chief provided an update, stating the impound lot is doing better than expected. This is the second year the Township raised the budget for towing expenses, as the actual costs were higher than initially anticipated. The number of vehicles in the lot varies each month, which makes it hard to predict exact numbers. However, with two years of data, the department can better plan for future budgets.

Expanding the lot is not necessary at this time, as the department is managing space by regularly selling wrecked vehicles with three companies, choosing the one that offers the most money for vehicles.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1120E, a resolution approving an increase in appropriations in the Police District Fund to reconcile budgets for the calendar year 2024.

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

**Resolution 24-1120F- 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.**

Mr. Wright discussed the annual payment for the Township's property and casualty insurance policy, which is paid from multiple funds. This year, there was an increase in the value of the Township's assets, including buildings and larger equipment. To ensure that all assets are properly covered, it is necessary to increase the appropriation by \$12,400 across the various funds to account for the increase in asset values.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1120F, 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.

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

### **Public Comments**

Mr. Cordrey opened the floor to public comments at 7:33 PM, with nobody approaching he closed the floor to comments at 7:34 PM.

### **Fiscal Officer's Report**

Ms. Elliott presented the fund status report as of October, categorizing funds into General, Public Works, Fire, EMS, and Police, with subtotals and separate listings for the TIF and American Rescue Plan funds. She noted that, by the end of October, revenues were 6% higher than expected, and expenditures were at 70% of the budget.

She pointed out that the Road and Bridge fund was at 51%, but after reviewing year-to-date expenditures and remaining appropriations, it returned to a reasonable range. Similarly, the Fire Station 76 fund appeared to be at only 21%, but after considering encumbered funds, it was also within the expected range. Overall, Miss Elliott found the financials to be stable.

Ms. Elliott presented a graph comparing the cash balance and expenses over the past 10 years, highlighting a significant surplus in cash starting around 2020, largely due to the TIF and American Rescue Plan funds. As of October, the cash surplus was \$5.5 million, which decreased to \$1.9 million when excluding these funds. She recommended reviewing this metric every six months to monitor financial health.

## **Administrator's Report**

Mr. Wright reported that the financial audit with the State of Ohio is progressing well and keeping the fiscal office busy.

In Parks and Recreation, the Little Miami Junior ROTC will be completing a community service project at Testament Park this Saturday, where they will be raking and bagging leaves along the fence lines at the ball field. He expressed appreciation for the volunteer efforts from the ROTC program, the high school, and the Little Miami School District.

Additionally, he mentioned that Mounts Park will host a Winter Wellness Walk series in partnership with the OSU Extension Office, with the first walk scheduled for Monday, December 16th, at 9:00 AM.

Mr. Wright also provided an update on staffing in the Public Works Department. Two new employees are progressing well in their training and preparation for CDL testing. Furthermore, he introduced Kris Farmer, the new Assistant Public Works Director, who started last week. Mr. Farmer is adjusting well and will be a valuable addition, helping to strengthen the department's driver capacity for winter snow routes.

## **Trustee Comments**

Mr. Rozzi began by expressing his gratitude to all the department heads and Ellen for their exceptional work on the budget, noting their efforts in making the process go smoothly.

Mr. Cordrey shared an update regarding Hamilton Township, announcing that the township had been awarded a grant for the construction of a left-turn lane at the intersection of Stubbs Mill and State Routes 22 and 3. While no specific timeline was provided, he explained that the funds had been set aside by ODOT, and the project had been greenlit. He highlighted how this development would help with traffic flow, particularly during the morning and evening rush hours. Additionally, Mr. Cordrey reminded everyone about the upcoming Christmas tree lighting event, which would take place on December 7th from 4:00 PM to 6:00 PM at the fire station. He also took a moment to acknowledge the Little Miami Academic Team for their outstanding performance. Mr. Cordrey praised their consistent success, noting that they were ranked second in the state and among the top 30 in the nation.

Mr. Sousa thanked Nicole for her diligent work with the presentation tonight and ensuring all materials were ready and for the adjustments made to the budget. He also commended the department heads for their increased proactivity in providing ongoing projections and the earlier completion of the budget draft, which made the process easier than in previous years. He closed by again thanking everyone for their hard work, acknowledging the collaborative effort that made the budget process more efficient this year.

## **Executive Session & Adjournment-**

Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn the executive session at 7:46 p.m. in accordance with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of the Executive session and adjourn at 8:21 p.m.

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



## **Administration**

### **12/4/24 Trustee Meeting**

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Energy Alliance Aggregation- Rich Surace, Chief Operating Officer

This is a reminder to the Board that on November 8, 2008, the residents of Hamilton Township voted to approve the Township's Natural Gas Aggregation Program, and in 2011, the Electric Aggregation Agreement was also approved. Since 2009, the Township has partnered with Independent Energy Consultants to manage these programs. Both the Board and staff recognize the importance of clear and timely communication with residents.

Rich Surace, representing Energy Alliance, has requested the opportunity to present their services and answer any questions the Board may have. Energy Alliance is a Cincinnati-based company that collaborates with other townships in the region.

No action is being requested at the December 4<sup>th</sup> meeting.



**Zoning and Planning Office  
12/04/2024 Trustee Meeting**

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The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Zoning and Planning Office:

**Motion to approve resolution 24-1204A, a resolution to approve the zone change from B-2 General Business to R-1 Single-Family district for the property located at 0 Ludlum Road., 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 December 4, 2024 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1204A**

**RESOLUTION APPROVING THE ZONE CHANGE FROM B-2 GENERAL BUSINESS  
TO R-1 SINGLE-FAMILY DISTRICT FOR THE PROPERTY LOCATED AT 0  
LUDLUM ROAD., HAMILTON TOWNSHIP, WARREN COUNTY, OHIO 45039.**

**WHEREAS**, on November 18, 2024, after proper notice having been given, the Hamilton Township Zoning Commission held a public hearing to consider the application of Susan Swearingen, (the “Applicant”) for a proposed amendment of the zoning map of Hamilton Township (the “Application”); and

**WHEREAS**, the application includes the real property located at 0 Ludlum Road, in Hamilton Township and consists of approximately 4.677 acres and is designated by Warren County Auditor’s Parcel Number 17-18-300-007 (the “Real Property”); and

**WHEREAS**, the Application is a request to change the zoning on the Real Property from “B-2 General Business” to “R-1 Single-Family Residence” zone; and

**WHEREAS**, on September 26, 2024, the Warren County Regional Planning Commission recommended approval of the Application and communicated that recommendation to the Hamilton Township Zoning Commission; and

**WHEREAS**, on November 18, 2024, the Hamilton Township Zoning Commission recommended approval of the Application and communicated that recommendation to the Board of Township Trustees; and

**WHEREAS**, on December 4, 2024, after proper notice having been given, the Board of Township Trustees of Hamilton Township held a public hearing to consider the proposed amendment contained with the Application and the plans and specifications submitted; and

**WHEREAS**, upon conclusion of the public hearing, the Board of Trustees of Hamilton Township considered, in an open meeting, the proposed amendment to the Hamilton Zoning Map and the recommendation of the Warren County Regional Planning Commission, the Hamilton Township Zoning Commission and the testimony and evidence presented at the public hearing;

**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 is hereby approved such that the Application for an amendment to the Hamilton Township Zoning Map is approved so that the zoning on the Real Property contained in the Application is hereby changed.

**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 4th day of December, 2024.

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 December 4, 2024.

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

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*





**Office of Township Administrator**  
**12/4/24 Trustee Meeting**

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

**Motion to approve Resolution 24-1204B- a resolution approving an increase in appropriations in the General Fund in the amount of 1,950.00 to reconcile budgets for the calendar year 2024.**

An increase in the appropriation for the General Fund is necessary to accommodate expenditures related to salaries and Medicare contributions.

Other Salaries-1000-110-190-0000 -\$1700.00

Medicare- 1000-110-213-0000- \$250.00

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on December 4, 2024, at 6:00 p.m. at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ presented the following Resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO  
RESOLUTION NUMBER 24-1204B**

**A RESOLUTION APPROVING AN IN INCREASE IN APPROPRIATIONS IN THE  
GENERAL FUND TO RECONCILE BUDGETS FOR THE CALENDAR YEAR 2024**

**WHEREAS**, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order to accommodate expenditures related to salaries and Medicare contributions.

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

- SECTION 1.** The Fiscal Officer is hereby authorized and directed to increase the appropriations for the General Fund 1000-110-190-0000 in the amount of \$1,700.00 and 1000-110-213-0000 in the amount of \$250.00.
- 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:

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

Resolution adopted this 4<sup>th</sup> day of December, 2024.

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 December 4, 2024.

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

\_\_\_\_\_

Leah M. Elliott, Fiscal Officer



## **Fire Chief and Administrator - 12/4/24 Trustee Meeting**

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### **Motion to authorize a purchase from Stryker Sales, LLC for three replacement Lifepak 35 Monitors/Defibrillators in an amount not to exceed \$147,195.20.**

The recently approved 2025 Budget included funds of \$168,000 to purchase replacements of three existing portable cardiac monitors/defibrillators. Our vendor, Stryker, has provided the Fire Department with a quote to lower the costs of the monitors/defibrillators and associated equipment to \$147,195.20 if we commit to the purchase this month and receive and pay for the items in 2025. Not only would committing to this purchase now save \$20,000 from the budgeted price, but we will also be in the pipeline to receive the monitors ahead of other jurisdictions that wait until 2025 to make their purchases. These items are listed on the Sourcewell cooperative bidding contract.

Cover Letter

We are a leader in emergency medical response and patient transport products. As your trusted EC partner, we build solutions that help improve patient outcomes and caregiver safety, bringing more power to you. We are committed to helping you achieve improved clinical outcomes and operational performance. Our focus is providing innovative patient transport, emergent care, and data solutions that are durable, reliable and easy to use

Sincerely,

Ross Finan



## LP35 Hamilton Twp

Quote Number: 10972006

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: HAMILTON TWP FIRE RESCUE  
Attn:

Rep: Ross Finan  
Email: ross.finan@stryker.com

Phone Number:

Quote Date: 10/21/2024

Expiration Date: 12/27/2024

Contract Start: 08/16/2024

Contract End: 08/15/2025

### Delivery Address

### Sold To - Shipping

### Bill To Account

Name:	HAMILTON TWP FIRE RESCUE	Name:	HAMILTON TWP FIRE RESCUE	Name:	HAMILTON TWP FIRE RESCUE
Account #:	20075059	Account #:	20075059	Account #:	20075059
Address:	7780 S STATE RTE 48 MAINEVILLE Ohio 45039-8803	Address:	7780 S STATE RTE 48 MAINEVILLE Ohio 45039-8803	Address:	7780 S STATE RTE 48 MAINEVILLE Ohio 45039-8803

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	70335-000042	LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT	3	\$46,311.40	\$138,934.20
2.0	11335-000001	BATTERY, LI-ION, WITH IFU, LP35	3	\$600.00	\$1,800.00
3.0	11140-000102	CHARGER, BATTERY, LP35	2	\$1,800.00	\$3,600.00
4.0	11140-000131	POWER CORD,C13 ST,10FT,HOSPITAL GRADE	2	\$64.80	\$129.60
5.0	11335-000005	KIT, PRINTER, LP35	3	\$1,800.00	\$5,400.00
6.0	11260-000073	KIT, SHOULDER STRAP, LP35	3	\$45.00	\$135.00
7.0	11335-000008	KIT, STORAGE BAGS, LP35	3	\$360.00	\$1,080.00
8.0	11996-000519	LNCS-II rainbow DCI 8? SpCO, Adult Reusable Sensor	3	\$515.40	\$1,546.20
9.0	11996-000520	LNCS-II rainbow DCIP 8? SpCO, Pediatric Reusable Sensor	3	\$567.00	\$1,701.00
10.0	11160-000011	NIBP Cuff-Reusable, Infant	3	\$18.00	\$54.00
11.0	11160-000013	NIBP Cuff-Reusable, Child	3	\$20.40	\$61.20
12.0	11160-000017	NIBP Cuff -Reusable, Large Adult	3	\$28.20	\$84.60
13.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	3	\$40.20	\$120.60
14.0	11160-000021	NIBP CUFF- REUSEABLE,SMALL ADULT, BAYONET	3	\$24.00	\$72.00
15.0	11111-000041	ASSY, CABLE, ECG, 15 LEAD, 3 WIRE PRECOR	3	\$72.00	\$216.00
17.0	11150-000020	KIT, MODEM, NA, LP35	3	\$900.00	\$2,700.00



## LP35 Hamilton Twp

Quote Number: 10972006

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: HAMILTON TWP FIRE RESCUE  
Attn:

Rep: Ross Finan  
Email: ross.finan@stryker.com  
Phone Number:

Quote Date: 10/21/2024

Expiration Date: 12/27/2024

Contract Start: 08/16/2024

Contract End: 08/15/2025

Equipment Total: \$157,634.40

### Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP15H-LP35	TRADE IN LP15 V4 HIGH FOR LP35	1	-\$16,000.00	-\$16,000.00

### ProCare Products:

#	Product	Description	Qty	Sell Price	Total
18.1	LIFEPK35-FLD-PRO	Lifepak35 for LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/ CELL/LN/CPRIN,STD,BT 08/17/2024 - 08/16/2025 Parts, Labor, Travel Preventative Maintenance Batteries Service	3	\$1,853.60	\$5,560.80

ProCare Total: \$5,560.80

### Price Totals:

Estimated Sales Tax (0.000%): \$0.00

Freight/Shipping: \$0.00

Grand Total: \$147,195.20

### Comments:

Prices: In effect for 30 days

Terms: Net 30 Days



## LP35 Hamilton Twp

Quote Number: 10972006

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: HAMILTON TWP FIRE RESCUE

Attn:

Rep: Ross Finan

Email: ross.finan@stryker.com

Phone Number:

Quote Date: 10/21/2024

Expiration Date: 12/27/2024

Contract Start: 08/16/2024

Contract End: 08/15/2025

### Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html).

ENDING APPROVED





**Fiscal Office**  
**12/4/24 Trustee Meeting**

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The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Fiscal Office:

**Motion to approve the engagement letter from HurstKelly for the annual financial report for the year ending December 31, 2024**



24 NOV 18 09:09

**HurstKelly**  
and Company, LLC

Certified Public Accountants

November 13, 2024

Hamilton Township  
c/o Ellen Horman, Financial Coordinator  
7780 South State Route 48  
Hamilton Township, Ohio 45039

Dear Ellen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist Hamilton Township (the Township) with assembling, from information provided by the Township, the Township's Annual Financial Report (AFR) for the year ended December 31, 2024.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. We will not *audit, review, compile, or prepare* the AFR and therefore we will not express an opinion or any other form of assurance on the AFR. Further, we will not issue any kind of report on the AFR.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

The engagement to be performed is conducted on the basis that the Township acknowledges and understands that management of the Township has the following overall responsibilities that are fundamental to our undertaking the engagement:

- a. The selection of the accounting principles and the financial reporting framework to be applied in the engagement.
- b. The prevention and detection of fraud.
- c. To ensure that the entity complies with the laws and regulations applicable to its activities.
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- e. To provide us with additional information that may be requested for the purpose of the engagement.

Additionally, the Township is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee these engagement services (and all other services that we provide). The Township is also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our fees for these services will be \$11,500.00. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the Township may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

If the foregoing is in accordance with your understanding, please sign this letter in the space provided below and return a scanned PDF copy to markhurst@hurstkelly.com.

Sincerely,



Mark Hurst

\*\*\*\*\*

**Acknowledged and agreed:**

\_\_\_\_\_  
Client Representative, Title

\_\_\_\_\_  
Date



**Office of Public Works  
12/4/2024 Trustee Meeting**

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The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Department:

**Motion to approve the purchase of a cemetery deed as presented to the board.**

- Cemetery Deed –
  - Ronald & Carolyn Knollman purchased Lot 563, grave (s) 5 in Maineville Addition, deed number 2024-17

Budget Impact: N/A

# Deed For Cemetery Lot

Rev. Code, Sects. 517.07,.14; 759.12,31

Deed Number. # 2024-17

## KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, Mark Sousa, Joe Rozzi, Darryl Cordrey, in the County of Warren and State of Ohio, for and in consideration of the sum of \$ 1,200.00Dollars, to us paid by Ronald & Carolyn Knollman Current Address: 5240 Venetian Way Morrow, Oh 45152 the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

**Ronald & Carolyn Knollman**

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Addition : Lot: 563 Grave(s) 5** as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

**Ronald & Carolyn Knollman**

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules an regulations of the officers having control of said Cemetery.

**In Witness Whereof**, We have hereunto set our hands on this 4th day of December A.D. 2024

**Signed and Acknowledged in presence of**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

in Warren County, Ohio.

**\*\* The State of Ohio, Warren County, ss.**

**Be It Remembered**, That on this 4th day of December A.D. 2024 before me, the subscriber, a **Notary Public** in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.

**In Testimony Whereof**, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.

\_\_\_\_\_



**Office of Human Resources  
12/04/2024 Trustee Meeting**

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The following motion(s) is/are requested to the Board of Hamilton Township Trustees from the Human Resources Manager:

**Motion to approve the amendment of the Hamilton Township roster as presented.**

- Off role part time firefighter Brylan Williams effective 12/06/2024.

**Motion to approve the 2025 pay rates for non-union employees as presented.**