

Hamilton Township Special Trustee Meeting Retreat 2024

February 21, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 8:30 a.m. Mr. Rozzi, Mr. Sousa and Mr. Cordrey were present.

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

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 and accept the tapes as the Official Meeting Minutes of the February 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

Public Comments

Mr. Cordrey opened the floor to public comments, in which there were none.

Work Session

Township Administrator, Mr. Wright, introduced the agenda for the meeting.

Budget Overview

Ellen Horman gave an update on all Township Funds.

Mr. Wright provided an update for the Redtree and CF Bank accounts. The focus in 2024 will be positioning the portfolio to benefit from the current interest rate environment. This involves buying longer-term securities that will provide a consistent income stream for not only this year, but for future years to come.

Mr. Sousa asked Ms. Horman if there were enough funds in the primary bank account.

Ms. Horman responded by saying yes, however it is up to the Board if they want to increase the amount.

Fire Department

Chief Jewett spoke about the major accomplishments they completed in 2023.

- Training Tower at Marr Park that is used weekly by the Fire Department
- Finalized updated specifications for Ladder 76.
- New ambulance has an estimated November delivery date.
- Promotion of two lieutenants, two captains, and a new Division Chief in charge of training.

Chief Jewett covered all the statistics for 2023. Lastly, Chief Jewett explained the needs for staffing and equipment that he intends to obtain with the help from federal grants in the upcoming years.

Police Department

Chief Hughes went over the statistics for 2023. He mentioned the Impound Lot profit for 2023 is an estimated \$90,000, with the expectation for 2024 to be at least \$100,000. He explained the need for an updated fleet in the next coming years and asked the Board to have a discussion soon on how the department will cover the cost of the new vehicles.

Public Works Department

Mr. Wright presented a need for a new Public Works Department building. The current location at Testerman Park is not sustainable for the workload and fleet coverage that is required due to the growing Township. The proposed location for the new building would be between the Administration/Police Department and Station 76. Mr. Wright is reaching out to Criteria Architects, surveyors, and the county for plans and environmental testing.

Mounds Park Update

The Board and Mr. Paul Goodhue from Goodhue Consulting discussed the draft proposal from Stantec for the Stream Restoration and Improvement Project. Mr. Goodhue and the Trustees agreed that more information needs to be provided by Stantec before an agreement is reached and will revisit the proposal in the March 6th Trustee Meeting.

Parks and Recreation

Ms. Nicole Earley went over the Marr Parks improvements for 2023. The park will now offer residents and nonresidents to rent a four-by-four garden box. She recommended a plot price of twenty-five dollars for residents and thirty-five for nonresidents. Public Works will add a

parking area specifically for the gardeners. The Fire Department will install a water line for the training tower that will be accessible to fill a water tank for the gardeners use. She gave an updated status on the Marr Park Trail; the Chamber Alliance recommended the project to our State Representative and will be addressed at the House and Senate mid-March. Ms. Earley mentioned for the State Capital Grant the funds will go to a limestone path and four benches around the walking trail. Testerman park will have improvements and repairs made to the basketball, tennis, and two pickleball courts with the NatureWorks grant fund. Nicole is currently researching neighboring districts and is in contact with local nurseries and garden centers to incorporate memorial trees and benches throughout the parks.

Zoning and Planning

Cathy Walton introduced the iWork Zoning Software to the Trustees. She explained that staff and iWorQ are in the end phases of development. Once complete, residents will have the ability to apply for a zoning application and violations on the Township's website. Ms. Walton is updating the text amendments with emphasis to site plan reviews, landscape requirements, and deck setbacks. Ms. Walton discussed the need for training and bylaws for the new and long-term Board of Zoning Appeals members.

Economic Development

Mr. Wright discussed a revision to the Economic Development page on the Township's webpage to have "Available Properties" visible to potential businesses. He would like an Economic Development Study to decide the types of retail, restaurants, medical and professional offices, and uses that we have a deficiency in. Mr. Wright and Ms. Walton are wanting to develop a Business Retention Program to build better relationships with Township businesses.

Human Resources

Ms. Cheryl Allgeyer went over the 2023 Human Resource Retention statistics. She is steadily transitioning employees to Paycor, to date 30% of employees have integrated. Ms. Allgeyer gave an update on 2023 employment enrollments, promotions, and current vacancies. Hamilton Township has partnered up with Little Miami School District for the High School Student Work Study. The Administration has four interns, two seniors with an interest in Business Administration and two students within the Structured Resource Room. The Fire Department has two interns, one from Little Miami High School and the other from the Warren County Career Center. In 2024, Human Resource will develop a new supervisor position in Public Works and update the Personnel Handbook & Job Descriptions.

New Business

Motion- Motion to approve the purchase of a Cemetery Deed

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the purchase of a Cemetery Deed.

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

Motion- Motion to approve the proposed fees for the Community Garden at Marr Park

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the proposed fees for the Community Garden at Marr Park.

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

Trustee Comments

Mr. Cordrey thanked the staff for their hard work and hearing the Boards questions and concerns.

Mr. Rozzi thanked the staff for their work in putting together the meeting and presentation.

Mr. Sousa mentioned he predicts residents to attend the March 6th Trustee Meeting expecting updates on the noise ordinance and dog barking resolutions. He thanked the staff for their hard work in the preparation of the meeting.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 2:20 pm.

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