



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joe Rozzi – *Trustee*

Mark Sousa – *Trustee*

James Hunter- *Fiscal Officer*

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Alex Kraemer

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Police Department

Scott Hughes – Police Chief

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Maineville, Ohio 45039

Phone: (513) 683-0538

Fire and Emergency Services

Brian Reese – Fire Chief

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Maineville, Ohio 45039

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TRUSTEE MEETING AGENDA 02/05/2020

9:00 AM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the January 17, 2020 Township Trustee Meeting
- Bills before the Board

Public Comments

Human Resources

- Roster Update

Public Hearing

- Resolution 20-0205: Little Miami High School and Junior High expansions

Township Current Business

- Motion: Increase Fire Dept. part time salary
- Resolution 20-0502A: Independent Energy Consultant Contract (Natural Gas Aggregation)
- Resolution 20-0205B: Entering into contract with Warren County for Salt Purchasing for 2020-2021 winter season
- Resolution 20-0205C: Enter in contract with Warren County for 2020 Resurfacing, Sealing, and Striping Projects
- Resolution 20-0205D: Warren County Drug Task Force Contract

Fiscal Officer's Report

Administrator's Report

Trustee Comments

Executive Session

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)*

Hamilton Township Trustees Meeting

January 17, 2020

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 8:00a.m. Mr. Cordrey, Mr. Rozzi, and Mr. Sousa were present.

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the January 2, 2020 Trustee Meeting.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve billing invoices for payment cycle January 6, 2020 – January 10, 2020, checks numbered 81033 - 81050.

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

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve billing invoices for payment cycle January 13, 2020 – January 17, 2020, checks numbered 81051 - 81094.

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

New Business

-Resolution 20-0117: Renewing Contract with Ohio Township Association Coalition of Large Ohio Urban Townships

This is a renewal of our membership with the Ohio Township Association's CLOUT, which provides additional backing to legislation that supports Township's of our size and budget. The budget impact is \$200.00.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 20-0117.

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

Work Session

Mr. Centers thanked everyone for coming to the retreat. He explained that Frost Brown Todd was generous in letting us use a conference room free of charge for the day. Mr. Yoder offered to spend the day with us but would not be charging us for all of his time, only the time in which he presents. The direction of Hamilton Township moving forward, will be established at this Retreat.

Trustee Goals are as follows: working with our neighbors (Deerfield, South Lebanon, Goshen, Morrow, Maineville, Loveland), look into additional regional, county, state, etc. partnerships, communication, facilities planning, immediate needs, long term plans, budget projections, parks and events.

Our current community Partnerships consist of surrounding communities, Warren County RPC, Warren County Drug Task Force, Police and Fire Chiefs Councils, Area Progressive Council, Little Miami Area Chamber of Commerce, Warren County Economic Development, Warren County Port Authority, Little Miami School District, Kings School District, and looked into Centers for Local Government.

Police, Fire, Public Works, and Administration all go through training's annually. Some are held in house and some have to be attended elsewhere. These trainings were discussed and explained. All trainings are done to better our employees and our Township overall. Discussion came up about attending the Warren County Economic Alliance 2020 D.C. Fly-in. Mr. Centers expressed that he would like Alex to attend since he is the Economic Developer and that is priority. He believes that Alex will benefit immensely from the trip. All Trustees agreed that each year the Board Chair should attend. This year the attendees will be Mr. Cordrey, Mr. Centers, and Mr. Kraemer.

Mr. Sousa asked if we conduct any type of annual survey to give/receive feedback?

-Currently personnel evaluations are done at the closing of each year. During those evaluations, the opportunity arises to have more in-depth discussions about strengths to continue, what is lacking, or could be improved in the employee's opinion.

Next, comparable metrics with surrounding communities (Clearcreek Twp., Deerfield Twp., Franklin, Springboro, Franklin Twp., Lebanon and Turtlecreek Twp.) were presented. Clearcreek Township is one of our closest comparable communities as far as salaries and budgets.

The current organizational chart for the Township is located on our website. We have proposed a new one that dropped positions we no longer have and added the correct positions that we do have along with promotions for different departments. This was further discussed.

Finance

The current budget numbers reflect all projects and increases that were discussed extensively and approved at the November 20, 2019 Trustee Meeting.

The Debt Payment Schedule is as follows:

- Administration/Police House Payment is \$132,875 annually. We have 9 more principle payments; 9 more interest payments and our current interest rate is at a 3%.
- Fire Station 76 total remaining debt is \$3,636,453.33. We have 18 more payments and our current interest rate is 3.8%.
- Roundabout total debt remaining is \$415,268.11. We have 36 more payments and a current interest rate of 0%.

Mark Hurst, CPA with HurstKelly and Company, LLC introduced himself and explained that he has worked with the township for over ten years. He prepares our year-end financial statements and is available throughout the year to assist with various things if needed. He presented a graph showing the last five years of funds. The General Fund has doubled in five years and all others have substantially increased as well. The only decrease is in the fire fund but that is due to the new Station 76 capital outlay for the building.

Mr. Sousa asked if that is a 25-year loan structure? Mr. Centers explained it is slated through 2038.

Mark Hurst explained that we are much more stable as policies and procedures that were put into place during our Fiscal Emergency days have continued. Ten years ago, the financial information was not reliable. Now, it is both reliable and timely to make decisions that need to be made.

Mr. Centers stated that we have checks and balances to follow for everything. We are striving to be overly transparent with our finances. Chief Hughes commented that it is comforting to know that the budgets are handled by several personnel because that gives him the opportunity to focus on other things in his department.

Jennifer Trowbridge with RedTree Investment Group spoke next. She introduced herself by explaining that she is a co-founder of RedTree. She discussed the mission of the investment group and stated that they work with public entities. The Ohio Revised Code dictates what the township can invest in. The maximum maturity is five years on any investment. Our partnership began in August of 2019 when our portfolio was funded with \$3,074,471 in cash. This money was purposefully invested over a three-month period so that it was not all put into the market at once. The goals are to protect principle, provide liquidity and earn a market rate of return. These investments accrue interest daily; however, they only pay semi-annually or annually.

Chief Reese asked if we track what interest comes from each fund? Ms. Ellen Horman, Assistant Fiscal Officer, explained that we do and it is allocated to each department.

Mr. Rozzi asked if there is a plan for the interest? Mr. Centers responded that we have a strategic plan for the investments and the interest is currently being re-invested directly.

Mr. Centers explained that we will continue to invest and establish this relationship between the township and RedTree and then begin looking into Commercial Paper and/or Municipal Bonds investments in the future. For now, we are comfortable in our current investments.

Ms. Trowbridge thanked everyone for our business!

Economic Development

Director of Economic Development and Zoning, Alex Kraemer began his department update with a discussion about the Little Miami Industrial Park. Mr. Kraemer and Mr. Centers conducted a mock site visit on December 11, 2019 with Insite Consulting. This property is the most valuable in the township. Utilities are our strong point with this site. Gas, electric, water and sewer are all on site and ready for use. As long as the existing building remains on the site though, this property will be eliminated for promotion to companies. Companies do not want to spend money out of pocket to tear down an old building that has been vacant for years. The developers have too many other options.

Mr. Rozzi asked what the resistance is for the current owner to tear down the building? Ultimately spending money to do the demolition is the hold up.

Mr. Cordrey asked if we know the cost of demolition? Mr. Kraemer explained that it is approximately \$200,000 - \$400,000.

Mr. Kraemer stated that we are working with REDI Cincinnati and Site Consultants for this property and we need to get the consultant and the property owners on the same page to develop this property.

A Burger King restaurant has been proposed at 5463 State Route 48. This item will be coming before the Trustees after the Zoning Commission hears the proposal.

Future goals for our Economic Development were discussed. Those items include developing a Business Retention and Expansion Program, launching our Economic Development website, establishing communications connections for the promotion of Hamilton Township, and possibly enacting a Joint Economic Development District (JEDD).

Police

Chief Hughes began his presentation discussing our Citizen's Police Academy. The academy is a 9-week course that is taught in 3-hour long sessions on Mondays. Currently 13 individuals are taking this course that covers over a dozen police topics. This has been very well received by all participants.

The next discussion was over the vehicle fleet. Chief Hughes explained that when he started with Hamilton Township in 2016, we had 21 police vehicles. Four of those were "off line" for maintenance issues or deemed unsafe for patrol activities. Out of the remaining vehicles, fifteen were patrol cars that had mileage at or exceeding 100,000 miles. The optimum mileage for patrol vehicles trade-in is around 80,000 miles. Chief Hughes was able to reduce our fleet size by 38% taking us down to 13 vehicles which is a cost savings all around for our township. All manufacturers have a municipal lease vehicle program. The Township owns the vehicles but spreads the payment out over four years which is why it is referred to as a "lease." We still have 13 vehicles in our fleet. Little Miami School District funds one of the vehicles for the School Resource Officers. They do the same program that we do with payments. The original 6 "leased" vehicles are due for replacement. The majority of these vehicles are at optimum trade-in value. We are looking to see what Ford will give us for the trade-ins. If we do not believe it is enough, we can sell the cars elsewhere. The proposal for 2020 is to re-enter into the Municipal Fleet Program for a five-year term for seven vehicles at a cost of approximately \$250,000.00 which does include the equipment.

Chief Hughes showed comparisons in the Police Department's Organization Chart dating back to 2008 where the department was very top-heavy. Chief Hughes has currently balanced the department. They are proposing a change in this chart to reflect where we want the department to go with the new hires from the passage of the levy.

Mr. Cordrey asked if moving forward after the passing of the levies, will the restructuring change the original idea to hire six additional officers? Chief Hughes clarified on the process stating that there will be movement amongst current staff as well as hiring additional patrolman and yes, that plan still remains.

Training is recommended to be at least 40 hours of annual advanced training for each officer. Our officers well exceed that. Training includes topics such as legal updates, Community-police relationships, Mental health and crisis de-escalation, refresher training for perishable skills in a reality-based training environment, Use of Force policy review, and many more. We are lucky to be able to host many training opportunities for our department as well as other departments to attend.

Our retention of employees is very good. A lot of our officers have been with us for quite some time. Our Leadership, Management, Equipment, Community, support of Elected Officials, and

placement of officers in specialized assignments/Detective/SWAT has helped and will continue to help with our retention.

The next topic of discussion was the Police Departments Firing Range that is currently located at Mounts Park. The goal is to get that moved out of Mounts Park as soon as possible. It is very preliminary but, Munitions Park is a location that they are proposing to move the range to. The big concern right now is the noise that will be generated at this proposed location when firing. This is being addressed and discussed with Mr. Centers, Frost Brown Todd, and other engineering specialists.

Mr. Rozzi asked about potential EPA concerns at Mounts Park with current and past firings? Chief replied that he believes that he is not aware of any EPA issues from the firing range.

Executive Session

Mr. Cordrey made a motion with a second from Mr. Rozzi, to enter Executive Session at 11:17 am in reference to ORC 121.22 (G) (1) to consider appointment, employment, dismissal, promotion, demotion, or compensation of a public employee.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive Session at 11:31am.

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

Work Session (Cont'd)

Fire

The Fire Department update began with a presentation by Collin O'Brien with Turner Construction. Collin is the project manager for this build. Groundbreaking took place on May 2, 2019. A 10.5-month schedule was proposed. Turner has completed 11,000-man hours worked to date without a recordable incident. Additional major milestones completed to date are as follows; load bearing CMU, trusses and decking, roof nail base and water shield, base course asphalt paving, exterior concrete aprons poured, shingles installed. Apparatus bays are complete. There are two months left on the project. Mr. O'Brien does not see any issues of obtaining the completion date of March 17, 2020. The entire project is on schedule and budget.

Mr. Centers complimented the outstanding communication with Turner Construction to Township Officials during this process.

Mr. Sousa asked about the landscaping for the fire station. Mr. Hickey explained that the Public Works department will take care of that when the time comes.

Next, Chief Reese referenced the Fire Study that was completed in 2015. He believes that the study lists items that were found during that time that are troublesome and inaccurate. That study is now five years old and does not address or reflect the current Fire Department standings or our community today.

Moving on, Chief Reese discussed the Fire Vehicles and Equipment. Medic 76 is a 2019, Medic 77 is a 2015 and Medic 78 is a 2008. Engine 76 is a 2015, Engine 77 is a 2011, Ladder 77 is a 2006. Other vehicles and equipment include a soft-sided boat, brush truck, a 1994 Tanker, staff cars and atv/trailers. In the next 2-5 years, Chief Reese would like to replace M78(2008) which will be approximately \$275,000, replace L77 which will be approximately \$1,000,000, and develop a staff car plan.

Fire Facilities updates are as follows;

-New Station 76

- Original Turner Contract was \$4,512,897
- paid to date is \$3,089,270
- remaining balance is \$1,423,626

-Old Station 76

- Appraised \$700,000
- Offers to date \$425,000

-Station 77

- Update living space. Cost approximately \$30,000-\$40,000.
- Would like to consider searching for a new location.

Chief Reese discussed current staffing for the fire department. Full time staff consists of 17 for Shift, 3 on day schedules, 2 additional for shifts in process. The goal is to add at least one more in 2020. If the budget permits then Chief would like to hire additional. Chief also would like to research and propose an Assistant Chief position. Part time staffing current sits at 9 regulars, and continues to change, one more person in process, and one part time Administrative Assistant. He would like to continue to recruit, continue to offer schooling options, and update pay levels in February of this year.

Overall the fire department's run volume has increased. Total runs are up 6%. Fire runs are down 9% however, EMS runs are up 14% and transports are up 4% from 2018.

Public Works

Mr. Hickey began his presentation by explaining that in 2020 his staffing updates will consist of adding an Administrative Assistant as well as adding a Service Worker.

Next, he discussed the Public Works goals for vehicle/equipment capital purchases over the next four years. In 2021 he would like to purchase a new dump truck and skid loader. In 2022, he would like to purchase a new mechanic truck and a larger Minihoe. In 2023, he would like to purchase a larger roller with a vibrator as well as an air compressor/generator. And lastly in 2024 he would like to purchase a one-ton dump truck.

Road Assessments will consist of sign condition ratings, pavement ratings, pavement marking ratings (Edge Lines, Center Lines, Stop Bars), Guardrail condition ratings/inspections, annual catch basin inspections. Culvert ratings and ditch inspections. This Road Assessment has been budgeted for 2020.

The discussion on Parks updates and Projections began with Mr. Centers touching base on the Mounts Park EPA concerns. In 2020 Mounts Park will be open from April 1st through October 31st, The Big Lake will be open, and Engineering on the landfill will be complete. In 2021 construction on the landfill will begin. 2022 is the year that we will consider opening Mounts Park year-round, pending the EPA physical work is complete. Also, past projects at Mounts Park include adding the parking lot, upgrading the signage, adding the gates and moving the entrance. Future goals for this park are, adding a walking trail repairing the landfill, hiring a seasonal worker to maintain the park, adding an entry sign, opening the big lake, and removing the firing range.

-Testerman Park past projects consist of playground additions, upgraded walking trails, upgraded baseball fields, upgraded basketball/tennis court, and striping of the front and rear parking lots. Future goals within Testerman would be to upgrade the restrooms, upgrade the shelters, and add an entry sign.

- Marr Park past projects consist of adding the parking lot and upgrading drainage. Future goals for this park are to add a shelter, add trees along the driveway, and add an entry sign.

-Dog Park past projects consist of repairing the gates and maintaining the fence. Future goals would be to upgrade the driveway. Upgrade the fencing and add an entry sign.

-Munitions Park projects have just been to mow and maintain the area. Future goals consist of moving the police shooting range to this location.

-Community Garden improvements and upgrades were done by adding the fencing on the frontage of the property, mowed/trimmed the parameter of the property, cleaned and maintained the garden and we will be adding an entry sign.

-Community Center improvements and upgrades consist of upgrading the exterior, repairing the floor, transferring the property from the Presbyterian Church to the Township, and working a contract with the Church of God.

Comprehensive Plan Update

The Warren County Regional Planning Commission presented on the Comprehensive Plan. A Comprehensive Plan is a reflection of citizen's values and aspirations as well as a guide for the management of change. It is also the foundation for policies, strategies and actions and is used to implement those actions. Key concepts are to accommodate development and encourage economic prosperity all while protecting the rural community character.

The planning process assesses existing conditions, analyzes and collects data, conducted Stakeholder interviews (land owners and Township residents), gathers public input, drafts a plan and then the last step is to adopt the plan. This plan is a vision for the next 10-20 years.

The Land Use Plan is made to represent what the future is supposed to be for an area. It is important to take seriously.

The approval process will consist of RPC's Full Board recommendation to Township Trustees to adopt the Comprehensive Plan for Hamilton Township, recommendation to Board of County Commissioner to update the Warren County Comprehensive Plan, Township Trustees public hearing to adopt the Comprehensive Plan and then lastly the Board of County Commissioners public hearing to update the Warren County Comprehensive Plan, incorporating the Hamilton Township Comprehensive Plan.

Human Resources

Human Resources Manager Ms. Kellie Krieger gave an update on insurance reminding everyone that our enrollment date is July 1st, but our benefits year is January-December so that is when deductibles reset.

Cemetery rates were increased on January 1, 2019. Our new Columbarium was set this week. It contains 64 niches and the pricing is \$600.00 per niche. We already have one person interested.

Public Records Requests were the next topic to be discussed. In 2018 we had 6 standard citizen requests, 4 company requests, and 6 personnel requests for a total cost of approximately \$4,288.75. We had a substantial increase in requests for 2019 resulting in 23 standard citizen

requests, 3 company requests and 8 personnel requests for a total cost of \$39,677.16. When required, we pushed requestors to be specific on what they were looking for in their request. It is not common for all requests to come through the Law Directors Office, however, this past year was quite different. Over half of the \$39,677.16 expense was created by two citizens alone. It seemed very personal and we are now being much more strict to the law when it comes to fulfilling these requests due to these individuals.

Retention: our department employee numbers consist of 5 in Administration, 19 in the Police Department, 35 in the Fire Department and 8 in the Public Works Department.

Ms. Krieger explained that we made some updates to the Employee Handbook/Policies. Topics covered were Bereavement leave, Expense reimbursement, Chain of Command (language added to specify that department heads only can go to the Trustees, all others must go through the Administrator), Disciplinary Process, No tobacco policy, Political Activity, and the Social Media Policy (language stating that there cannot be any Hamilton Township bashing or negative reflection of Hamilton Township).

Chief Hughes asked if that extends to members that are appointed to Boards such as BZA, Zoning Commission, etc.? Mr. Centers stated that is more of a legal questions and we will look into it.

Frost Brown Todd

Mr. Yoder gave a summary of services provided to Hamilton Township in 2019; general services, Law Director attendance at every Trustees meeting, major public records requests, personnel investigations, Fiscal Officer delegation of duties, assisted with plans to construct new fire station and close the old station, BZA and Zoning Commission training, reviewed township contracts, drafted and updated numerous policies such as the investment policy, political activity policy, chain of command policy, payroll deductions policy, public records policy and discipline procedure and appeal process.

Next was the discussion on Best Practices for Trustee Meetings. This included topics on the use and publication of meeting packets, the desire to have or not have more than one public comments section on the agenda, the explanation and use of consent agendas (agendas that group routine business and reports into one agenda item that can be approved in one action instead of filing motions for each action separately), and how we can streamline invoices and payments so that residents are aware of what is being paid and not just check numbers like we currently announce.

Mr. Yoder also touched on the conduct of the Zoning Hearings. Like the Trustees meetings, all Zoning meetings should have an agenda. Staff reports are presented with information about whatever the case may be, next they close that portion of the hearing and allow the applicant to

speak, then members of the public are given the opportunity to voice their opinions both in support and opposition, the public portion is closed and the applicant has the opportunity to answer any questions or give additional information. Deliberations are then done publicly and then a formal motion is made to approve or recommend approval depending on the hearing and the Board.

Coming from Frost Brown Todd Law Offices in 2020 is the onboarding of the new Trustee and Fiscal Officer, continued generalized law director services, Trustees' meeting attendance, rollout and trainings on new policies, assistance with bringing new fire station online and closing the old, heavier reliance on staff to manage personnel and public matters, further standardization and review of forms and contracts, maintenance mode, and lowered costs.

Community Events

A list of event dates was drafted so that it can be released to the public with hopes to have a large attendance at all events. Feedback was gathered and will be used to put a final list of dates out to the public. The idea is to support and enhance the events we already have. Planning the year out in advance will give plenty of notice to everyone in Hamilton Township and will hopefully generate volunteers to help staff with the coordination of each event.

Mr. Rozzi would like to see about working with the Little Miami Area Chamber of Commerce to possibly host a festival in the near future.

A question arose about possibly hosting the Tree Lighting Celebration the Friday after Thanksgiving. It is something that we could look into to determine if we can generate a larger crowd.

Mr. Sousa asked if there is a way that we can schedule events to have/offer service hours to Little Miami students? He mentioned checking into this with the school district.

Mr. Centers said we will look into that.

Newsletter and Advisory Committee

A quick discussion about the Newsletter began with Mr. Sousa suggesting that moving forward, maybe we should only do two issues a year to highlight current and future happenings.

Mr. Cordrey suggested that we just do a Spring and a Fall issue.

The Board agreed that they like the idea of mailing the newsletters. The concern is getting a price point together to determine if that is possible. Marketing and advertising were both brought up as

well. Maybe we could look to businesses both in and outside of the township to allow advertisements to help with the cost of mailers?

The Board of Trustees spoke next about the Advisory Committee. The Committee was established to be something that the Board could meet with to discuss different topics.

Mr. Cordrey mentioned that his idea was for them to advise the Trustees on big issues and meet with residents to be able to provide feedback to the Board. Decisions are ultimately up to the Trustees and not meant to be passed on to the Advisory Committee.

Mr. Rozzi stated that his opinion of the Advisory Committee was to gather feedback about what the residents are wanting and translate that to the Board of Trustees so they are not missing anything. They were meant to be an extension of staff.

Ms. Sousa gave some insight as to how the Little Miami Advisory Committee works.

All three Trustees agreed that the Committee was not intended to be an events committee. They should be meeting on an as needed basis and discussing topics that the Board gives to them. Also, reign in the control of the events to the Township staff with the support of volunteers instead of the other way around.

Communications/Website

Mr. Centers explained that Facebook is our main vehicle for messaging and education on issues throughout the Township. Over the last 18 months, we have significantly increased our social media presence. We have gone from averaging tens of "likes" to hundreds of "likes" on posts. This may seem insignificant, but the value is added when we actually need to push information to the residents such as the State Route 48 Water Main break. The Water Main break post had 23,091 engagements. This is why we are so strategic in our Social Media messaging and promotion.

Our website shows our complete transparency and we will continue to add to that. We are updating our stories regularly as well as publishing all Trustee Meeting packet information and all Zoning meeting information.

Trustee Comments

Mr. Cordrey thanked all staff for putting this retreat together. It has been very beneficial.

Mr. Rozzi expressed the same sentiments. Thanks to everyone.

Mr. Sousa explained that he was amazed at the investments everyone has and is making for our township. Thank you for getting this together.

Kurt Weber, Fiscal Officer Elect was also in attendance for the meeting and thanked everyone for including him.

Adjournment

With no further business to discuss, Mr.Cordrey made a motion with a second from Mr. Rozzi to adjourn at 4:33 pm.

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

DRAFT

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a special session at 9:00 a.m. on February 5, 2020 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey- Trustee, *Chair*
Joe Rozzi — Trustee, *Vice Chair*
Mark Sousa — Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 20-0205**

**A RESOLUTION GRANTING AN APPROVAL WITH CONDITIONS FOR THE FINAL
SITE PLAN REVIEW FOR THE LITTLE MIAMI HIGH SCHOOL & JUNIOR HIGH
ADDITIONS AT 3001 STATE ROUTE 22 & 3, HAMILTON TOWNSHIP, WARREN
COUNTY, OHIO 45039 AND 5290 MORROW-COZADDALE ROAD, MORROW, OHIO
45152.**

WHEREAS, at a public meeting held on December 9, 2019, the Hamilton Township Zoning Commission considered an application (the “Application”) for approval of the Final Site Plan for the Little Miami High School and Junior High at 3001 State Route 22 & 3, Hamilton Township, Warren County, Ohio, 45039 and 5290 Morrow-Cozaddale Road, Morrow, Ohio 45152, consisting of approximately 86 acres and designated by Warren County Auditor’s Parcel Number 17-24-200-0100 (the “Real Property”); and

WHEREAS, at a public meeting held on December 9, 2019 the Hamilton Township Zoning Commission considered the Final Site Plan Review on the Real Property; and

WHEREAS, the Hamilton Township Zoning Commission recommended approval of the Final Site Plan with conditions; and

WHEREAS, at a public meeting held on February 5, 2020, the Board of Township Trustees of Hamilton Township considered the application for the Final Site Plan for the Little Miami High School and Junior High Additions, along with the plans and specifications submitted with the Application; and

WHEREAS, the Board of Township Trustees of Hamilton Township wishes to approve the Final Site Plans provided certain conditions for such approval are met;

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

SECTION 1. The Board of Township Trustees of Hamilton Township finds that the Application presented at their February 5, 2020 public meeting for the Little Miami High School and Junior High expansions are a viable plan for the development of the R-1 Single Family Residential provided certain conditions are met.

SECTION 2. The Board finds the Little Miami High School and Junior High expansions Final Site Plan would be of benefit to the residents of Hamilton Township.

SECTION 3. The Board grants approval of the Application for the Final Site Plan approval of the Little Miami High School and Junior High expansions subject to the conditions as set forth on the Exhibit A attached hereto as if fully rewritten herein.

SECTION 4. 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 Rozzi -	Aye _____	Nay _____
Mark Sousa -	Aye _____	Nay _____

Resolution adopted this 5th day of February, 2020.

Attest:

James D. Hunter, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, James D. Hunter 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 February 5, 2020.

Date: _____

James D. Hunter, *Fiscal Officer*

Exhibit A

Zoning Commission Recommendation

The Zoning Commission Recommended APPROVAL for the Little Miami High School and Junior High Additions with the following CONDITIONS:

1. **Waive the landscaping requirements listed in the Hamilton Township Zoning Code, Chapter 8, sections B and E for both the Little Miami High School and Junior High additions;**
2. **Compliance with the Ohio Department of Transportation (ODOT) requirements to extend the Left Turn Lane on State Route 22 & 3 to Morrow-Cozaddale Road and Add a Right Turn Lane from State Route 22 & 3 to the back bus parking lot to the High School. The extension of the Left Turn Lane will require widening of State Route 22 & 3 on either side;**
3. **Approval by the Warren County Soil and Water Conservation District of the storm water pollution prevention plan and concrete washout plans, preserve and/or mark off Big Foot Run during construction and obtain an Earth Disturbing permit prior to the issuance of the Zoning Certificates;**
4. **Approval of the public water and sewer plans by the Warren County Water and Sewer Department prior to issuance of the Zoning Certificates;**
5. **Approval of the Traffic Impact Analysis by the Warren County Engineer's Office and ODOT prior to issuance of the Zoning Certificates;**



HAMILTON TOWNSHIP TRUSTEES MEETING

Final Site Plan Review

Little Miami High School & Junior High Additions

February 5, 2020 at 9:00 AM

Zoning Commission Recommendation

The Zoning Commission Recommended APPROVAL for the Little Miami High School and Junior High Additions with the following CONDITIONS:

- 1. Waive the landscaping requirements listed in the Hamilton Township Zoning Code, Chapter 8, sections B and E for both the Little Miami High School and Junior High additions;**
- 2. Compliance with the Ohio Department of Transportation (ODOT) requirements to Extend the Left Turn Lane on State Route 22 & 3 to Morrow-Cozaddale Road and Add a Right Turn Lane from State Route 22 & 3 to the back bus parking lot to the High School. The extension of the Left Turn Lane will require widening of State Route 22 & 3 on either side;**
- 3. Approval by the Warren County Soil and Water Conservation District of the storm water pollution prevention plan and concrete washout plans, preserve and/or mark off Big Foot Run during construction and obtain an Earth Disturbing permit prior to the issuance of the Zoning Certificates;**
- 4. Approval of the public water and sewer plans by the Warren County Water and Sewer Department prior to issuance of the Zoning Certificates;**
- 5. Approval of the Traffic Impact Analysis by the Warren County Engineer's Office and ODOT prior to issuance of the Zoning Certificates;**



Owner: Little Miami Local School District

Applicant: Emersion Design & Kleingers Group

Spokesperson: Christie Boron, Emersion Design

Location: 3001 State Route 22 & 3 (High School) and 5290 Morrow-Cozaddale Rd (Junior High), Morrow, OH 45152, Warren County, Ohio.

Size: 86 Acres

Zoning: R-1 Single Family Residential

Request: The applicant has requested site plan approval for additions to both the Little Miami High School and Junior High buildings.

History: Little Miami Local School District purchased the property in 1992. The High School was constructed in 2000 and remodeled and expanded in 2008; the Junior High was constructed in 2008. Since staff was unable to determine the original plans for the High School expansion, Zoning Commission review is required.

Project Summary: The Owner and Applicant seek to construct additions to the High School buildings totaling 32,923 square feet and to the Junior High buildings totaling 56,478 square feet.

Project Descriptions:

Little Miami High School Additions- Building 1C:
The project is a Project Classroom/Flex Area addition to an existing High School building. The classroom addition will consist of 8 classrooms along with a 2 story open flex area with support functions (Mechanical/Electrical, Restrooms, etc.).

Building 2B:
The project is a Multi-Use Physical Education addition to an existing High School building. The addition will consist of 1 Multi-Use P.E. Room, Athletic Offices and support functions (Mech/Elec, Restrooms, etc.). Additional Male and Female Locker Rooms will be bid as an alternate to this portion of the project.

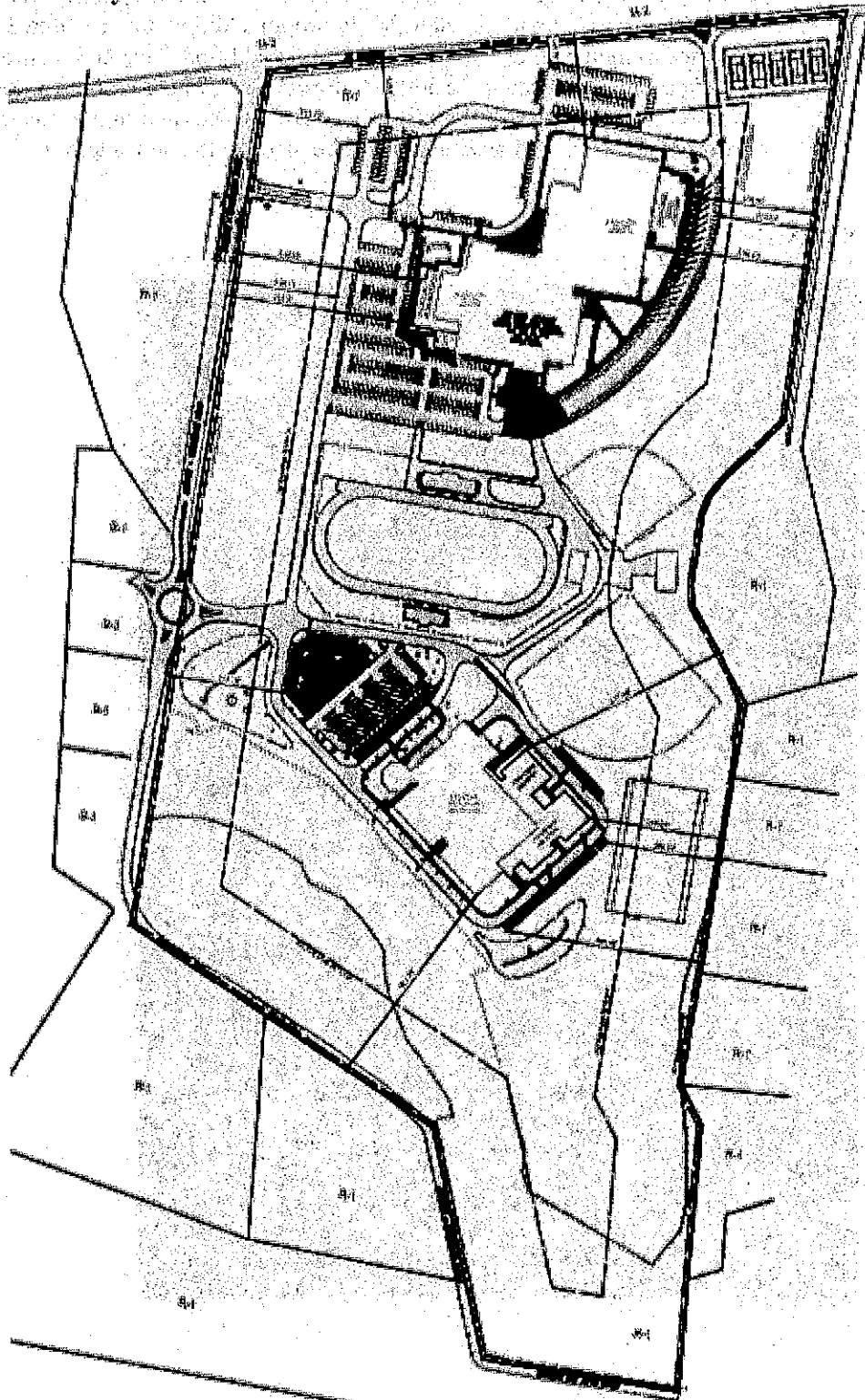
Little Miami Junior High School Additions- The project is a Classroom, Flex Area and Administrative Conference Rooms/Music Storage additions to an existing Junior High School building. The classroom addition will consist of 26 classrooms (called Learning Studios) along with extended Learning Spaces divided into 4 Pods on 2 floors, a 2 story open Flex Area with 4 project Studios (2 on each level) and support functions (Mech/Elec, Restrooms, etc.).

The original building was reviewed under the 2007 OBC. The existing building is separated into two Fire Areas which meet allowable area requirements. A third Fire Area will be created with the new 26 classroom addition and fire area 2 will be expanded to include the 2 story Project Studio addition. The Administrative meeting room addition will be added to Fire Area 1. There is some renovation work proposed for the existing Administrative Office spaces and in the existing north classroom areas where connections will be made to the new addition.

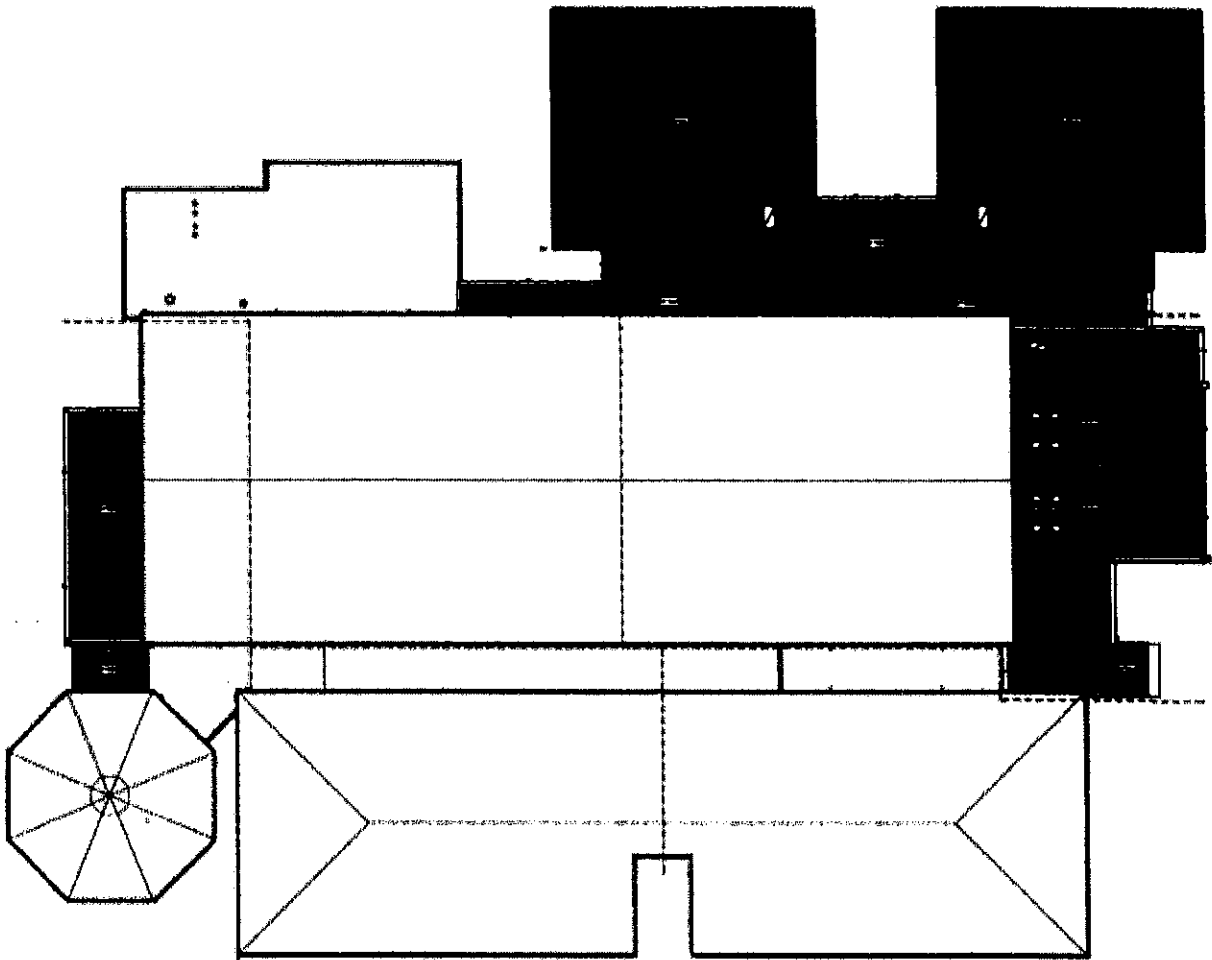
Site Aerial:



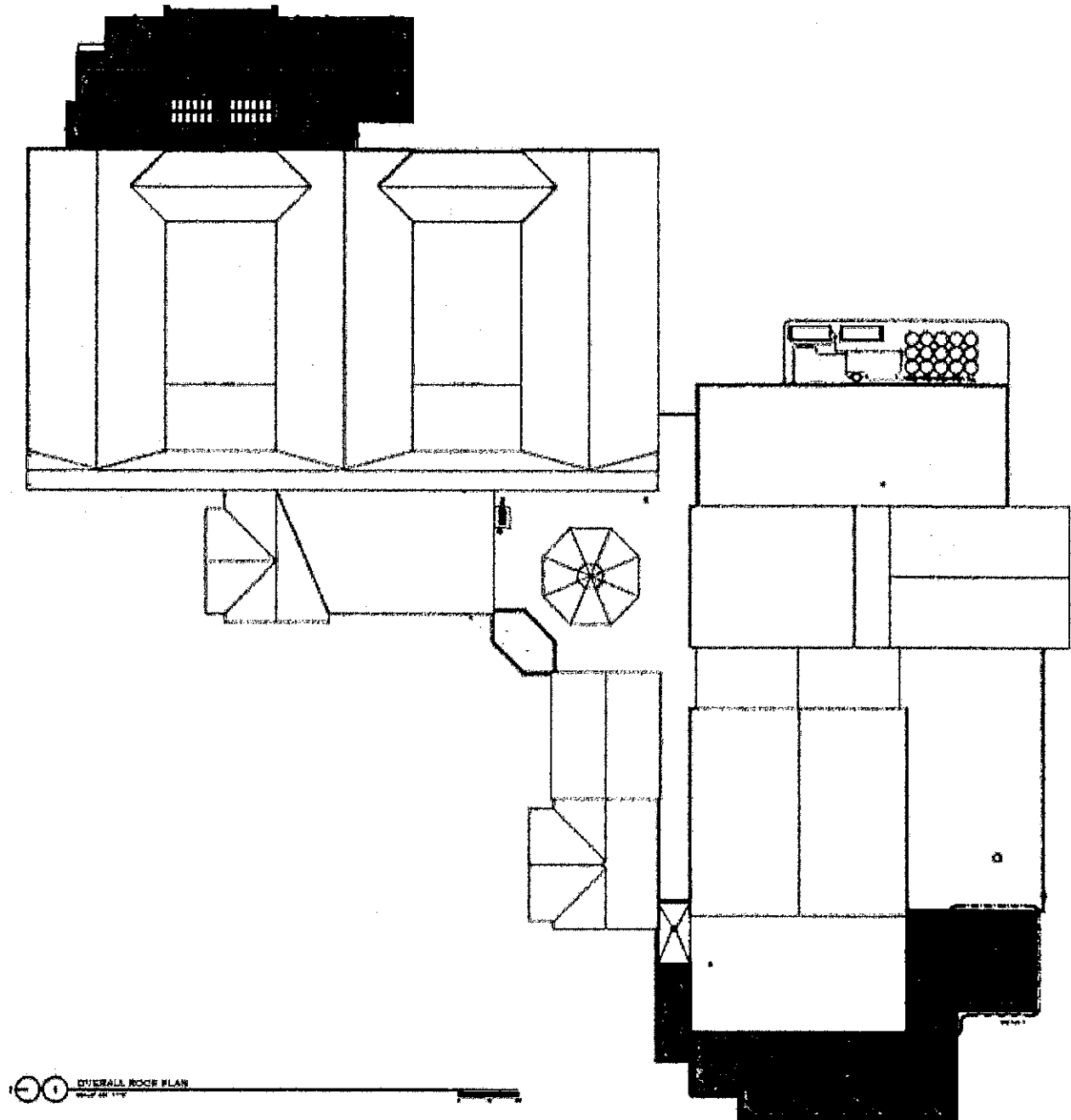
Site Plan Summary:



Little Miami Junior High Addition Site Plan:



Little Miami High School Addition Site Plan:



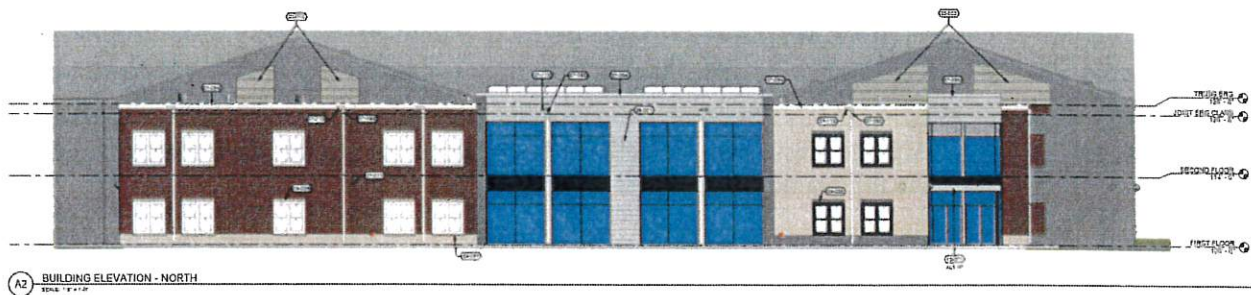
Develop. Standards: All utilities including water, gas and sewer are available on site already.

The Hamilton Township Zoning Code stipulates setbacks for educational institutions in residential zones (*HTZC Section 4.8.5.D*). These setbacks are being met in expansion site plans.

D. Higher Educational Facility and Educational Institution

- (1) Both educational institutions and higher educational facilities shall be located on a site with a minimum lot area of five acres.
- (2) All structures shall be set back a minimum of 200 feet from any abutting residential lot line, residential district, or recorded subdivision.

Architectural: The architectural design standards shall comply with Hamilton Township Zoning Code Section 6.4.5 with a special note to adhere to *B. Building Design and Mass (2): Architectural elevations for all new or modified buildings shall include design, massing, materials, shape and scale that creates a unified design on the premises that is visually compatible with the surrounding buildings.*



*Little Miami High School architectural drawing for the addition.

Parking: Chapter 7 of the Hamilton Township Zoning Code outlines rules on parking, loading and circulation that shall be followed. Table 7-1 highlights the minimum off-street parking standards for educational facilities:

USE	REQUIRED NUMBER OF PARKING SPACES
Educational Facility	1.0 space per 10 seats in auditorium or main assembly room, or 1.0 space per classroom, whichever is greater
	For High Schools or Colleges, 1.0 space per 8 seats in auditorium or main assembly room, or 3.0 spaces per classroom, whichever is greater



Landscaping: Landscaping for any addition to buildings or parking lots shall comply with Hamilton Township Zoning Code Chapter 8: Landscaping Regulations.

PROPOSED USE	ADJACENT TO (AVERAGE WIDTH – BUFFER TYPE)[1]			
	RESIDENTIAL DISTRICT	BUSINESS DISTRICT	INDUSTRIAL DISTRICT	FREEWAY, ARTERIAL OR COLLECTOR STREET RIGHT-OF-WAY [2]
Institutional Use	10 feet – Buffer “B”	None	None	10 feet – Buffer “E”
“B”	1 tree per 40 feet of linear boundary or street frontage, or fraction thereof; trees shall be from Group A or B. And a continuous combination 6’ high planting, hedge, fence, wall or earth mound with no single material being used exclusively for more than 150 linear feet. Alternate materials used for breaks must run for a minimum of 15 linear feet. [2]			
“E”	1 tree per 30 feet of boundary, or fraction thereof; trees shall be from Group A. And a continuous 6’ high planting, hedge, wall, fence or earth mound.			

Service Structures: Dumpster areas shall be screened from all sides. The screening should be 1 foot higher than the item being screened but not greater than 10 ft. in height. Any increases to the service area need to remain fully enclosed and additional landscaping will need to be added.

Signage: No additional signage is being requested at this time.

Lightning: A photometric plan for both the High School and Junior High was provided with the full application.

Analysis: Educational Institutions are Permitted Uses with Use-Specific Standards in R-1 Zoning Districts. The minimum lot size (5 acres) and minimum building setbacks (200 feet from any abutting residential lot line, district or subdivision) are being met.



Organization Comments

Warren County Soil & Water Conservation District Comments:

- An Earth Disturbing Permit is required for both the High School and Junior High additions.
- Our major concern/consideration for the SWP3 (Storm Water Pollution Prevention Plan) is to add riprap around the existing basin outlet structure, along with the filter fabrics. On page C-150, note 4 for the Jr. High states that filter fabric will cover the detention outlet structure with filter fabric during construction and remove it upon completion. Filter fabric still allows water to go through, and we want to really ensure that sediment laden water isn't escaping through this outfall.
- One other small note, is the Jr. High is just over 200 feet away from Big Foot Run. Please ensure that the vegetated buffer for this stream is preserved and/or marked off during construction.
- Ensure there is a concrete washout on the plans for both sites.

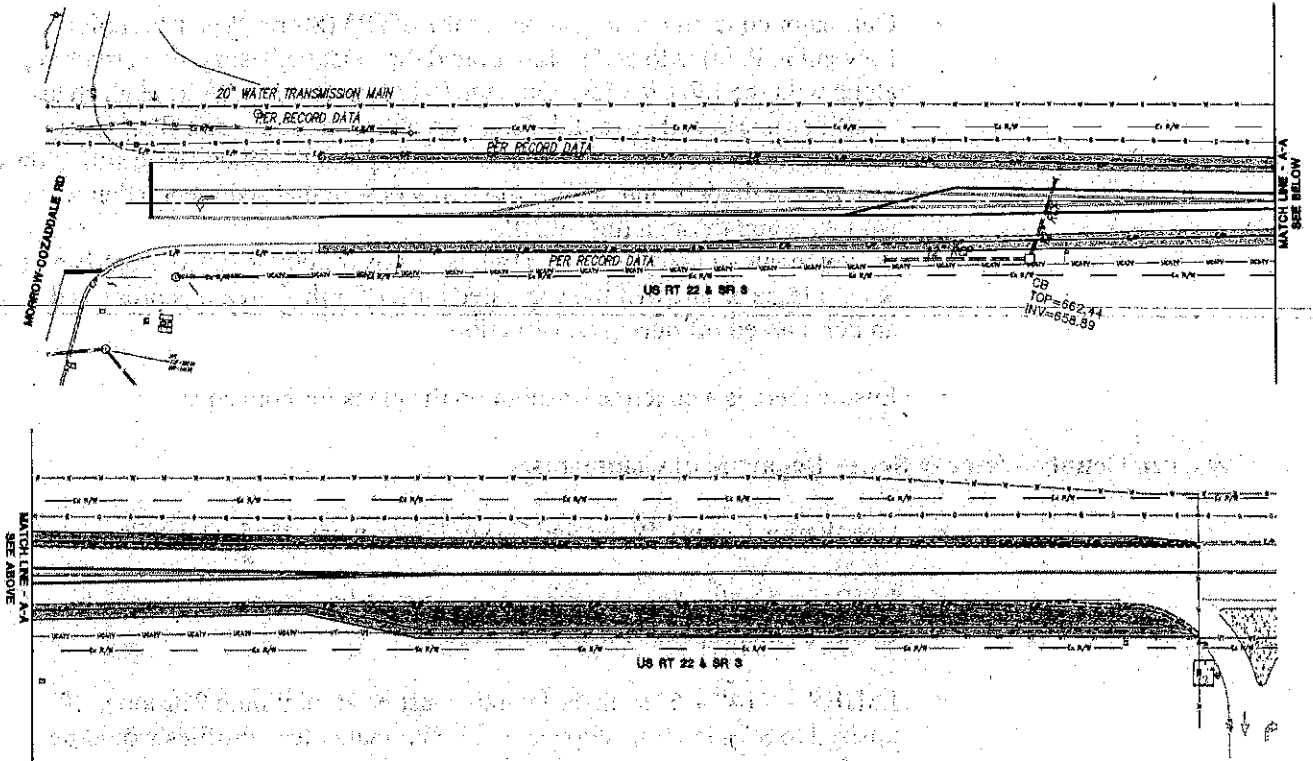
Warren County Water & Sewer Department Comments:

- Use Warren County Water and Sewer Department standard details.
- LMJHS – C140 – Sanitary manholes may not be located in pavement. Create a landscape island or relocate.
- LMJHS – C140 – 6" sanitary laterals must be at minimum 2% slope. If upsized to 8" minimum slope is 0.5% with manholes. Profiles would be required as well as note that line is private.
- LMJHS – C140 – Label all sanitary inverts.
- LMHS - C140 – How will flow be maintained through the 10". Should a doghouse manhole be installed instead or will bypass pumping be utilized?
- LMHS - C140 – How will sanitary lateral under new addition be demolished?
- LMHS – C140 – 10" minimum slope is 0.35%.
- LMHS – C140 – 0.2' drop between inverts through manholes.



ODOT Comments:

- ODOT is requiring the expansion of the left turn lane from State Route 22 & 3 to Morrow-Cozaddale Road, which will require the widening of State Route 22 & 3. ODOT is also requiring a right turn lane from State Route 22 & 3 to the bus lane behind the Little Miami High School.



RPC Comments:

- The proposed plans were not required to be submitted to Warren County Regional Planning Commission.

Warren County Engineer's Office:

- The Assistant County Engineer/Traffic Engineer is waiting on the Traffic Impact Study for the High School and Junior High expansions. Preliminary thoughts from the Engineer are to establish a hard separation in arrival times of junior high and high school traffic as it is a soft separation now. Most days the majority of HS traffic arrives at the same time that the JR and HS students and parents arrive.



Staff Recommendation for Zoning Commission:

Staff recommends approval of the Final Site Plan with the following:

1. Compliance with the Hamilton Township Zoning Code, Chapter 4 (Educational Institution Standards), Chapter 7 (Parking requirements) and Chapter 8 (Landscape Regulations).
2. Compliance with the requirements of the Warren County Soil & Water Conservation District.
3. Compliance with the requirements of Warren County Engineers Office, especially future recommendations from the pending Traffic Impact Study.
4. Compliance with the requirements of Ohio Department of Transportation (ODOT.)



Zoning Commission Recommendation for Trustees

Meeting Date: December 9, 2019
Applicant: Emersion Design & Kleingers Group
Location: 3001 State Route 22 & 3 (High School) and 5290 Morrow-Cozaddale Rd
(Junior High), Morrow, OH 45152
Request: Final Site Plan Review

The Zoning Commission Recommends APPROVAL for the Little Miami High School and Junior High Additions with the following CONDITIONS:

1. Waive the landscaping requirements listed in the Hamilton Township Zoning Code, Chapter 8, sections B and E for both the Little Miami High School and Junior High additions;
2. Compliance with the Ohio Department of Transportation (ODOT) requirements to Extend the Left Turn Lane on State Route 22 & 3 to Morrow-Cozaddale Road and Add a Right Turn Lane from State Route 22 & 3 to the back bus parking lot to the High School. The extension of the Left Turn Lane will require widening of State Route 22 & 3 on either side;
3. Approval by the Warren County Soil and Water Conservation District of the storm water pollution prevention plan and concrete washout plans, preserve and/or mark off Big Foot Run during construction and obtain an Earth Disturbing permit prior to the issuance of the Zoning Certificates;
4. Approval of the public water and sewer plans by the Warren County Water and Sewer Department prior to issuance of the Zoning Certificates;
5. Approval of the Traffic Impact Analysis by the Warren County Engineer's Office and ODOT prior to issuance of the Zoning Certificates;

LEGISLATIVE COVER MEMORANDUM

Introduction: February 5, 2020

Effective Date: Next available date

Agenda Item: **Motion**

A Motion to increase Part-Time Fire Fighter pay as follows:

Part-Time Fire Fighter Basic EMT to \$15.50-\$16.50/hr

Part-Time Basic Fire Tech to \$17.00-\$18.00/hr

Part-Time Lieutenant and Fire Tech to \$17.50/hr

Part-Time Fire Fighter Paramedic to \$18.00-\$19.00/hr

With immediate implementation retroactively to January 1, 2020.

Submitted By: Chief Reese

Scope / Description: The Part-Time Fire Fighters have not had an increase in pay since 2015 and we are now below market standards resulting in a high turnover within our Part-Time employees. We have been giving a yearly bonus based upon hours worked and this increase will replace that bonus. We believe this will help our retention rate amongst our Part-Time Fire Fighters.

Budget Impact: Salary increases based upon positions/experience

**Vote Required
for Passage:** 2 of 3

LEGISLATIVE COVER MEMORANDUM

Introduction: February 5, 2020

Effective Date: Next available date

Agenda Item: **Resolution 20-0205A**
A RESOLUTION APPROVING A NATURAL GAS SUPPLY CONTRACT TO SUPPORT THE CONTINUATION OF THE TOWNSHIP'S NATURAL GAS AGGREGATION PROGRAM AND APPROVING THE CONTRACT EXECUTED BY THE TOWNSHIP ADMINISTRATOR ON BEHALF OF HAMILTON TOWNSHIP

Submitted By: Brent Centers

Scope / Description: Independent Energy Consultants brought back their recommendation for our Natural Gas Aggregation and the recommendation is to stick with our current supplier (IGS). This will be a fixed rate at 3.49 from April 2020 – March 2024. The Township Administrator monitors these rates on a monthly basis and on average, the Township has never had this low of an average rate for the year. With this, we will change from a variable rate to a fixed rate at 3.49.

Duke Energy Ohio Choice Accounts		
\$/Mcf (divide by 10 to express in \$/Ccf)		
Supplier	Term	Fixed Rate
IGS Energy	12 months	\$3.500
Volunteer	12 months	\$3.567
AEP Energy	12 months	\$3.86
Constellation	12 months	\$3.910
IGS Energy	24 months	\$3.520
Volunteer	24 months	\$3.550
Constellation	24 months	\$3.910
AEP Energy	24 months	\$3.93
IGS Energy	36 months	\$3.550
Volunteer	36 months	\$3.621
Constellation	36 months	\$3.930
AEP Energy	36 months	\$3.96
IGS Energy	48 Months	\$3.590

Budget Impact: \$0

Vote Required for Passage: 2 of 3

The Board of Township Trustees of Hamilton Township, County of Warren, Ohio, met at its regular, 9:00am meeting on February 5, 2020, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Board Chair*
Joseph Rozzi – Trustee
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 20-0205A**

**A RESOLUTION APPROVING A NATURAL GAS SUPPLY CONTRACT TO SUPPORT
THE CONTINUATION OF THE TOWNSHIP'S NATURAL GAS AGGREGATION
PROGRAM AND APPROVING THE CONTRACT EXECUTED BY THE TOWNSHIP
ADMINISTRATOR ON BEHALF OF HAMILTON TOWNSHIP**

WHEREAS, the Board of Township Trustees has previously established and entered into a natural gas aggregation program to provide competitive natural gas rate pricing to the Township and its residents;

WHEREAS, the Board of Township Trustees previously authorized the Township Administrator to execute any documents necessary to effectuate and administer the Hamilton Township natural gas aggregation program

WHEREAS, the Township Administrator executed the Fourth Amendment to the Master Agreement (the "Agreement") with Interstate Gas Supply, Inc. on January 15, 2020 regarding the Township's natural gas aggregation program. The Agreement extended the agreement between the Township and the natural gas aggregation program's supplier, Interstate Gas Supply, Inc., for an additional four (4) years, and reduced and secured a new fixed rate for natural gas services for the Township and its customers for the term of the Agreement;

NOW THEREFORE, be it resolved by the Hamilton Township Board Township Trustees, Warren County, Ohio:

SECTION 1. The Board approves the attached Fourth Amendment to Master Agreement by and between Hamilton Township and Interstate Gas Supply, Inc. executed by the Township Administrator on January 15, 2020. The Board further authorizes the Township Administrator to execute any other documents necessary to put the Agreement into effect and to carry out the purposes of the Hamilton Township natural gas aggregation program.

SECTION 2. 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 Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 5th day of February, 2020.

Attest:

James D. Hunter, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, James D. Hunter, 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 Township Trustees of Hamilton Township, County of Warren, Ohio, at its regular meeting on February 5, 2020.

Date: _____

James D. Hunter, *Fiscal Officer*

To: Trustees
From: Brent Centers

RE: Hamilton Township's Natural Gas Aggregation Program

Program Overview:

1. Hamilton Township's current natural gas supply agreement with IGS Energy will end in April 2020.
2. Independent Energy Consultants (IEC) recently issued an RFP seeking supplier proposals to ensure a seamless continuation of the Township's Natural Gas Aggregation Program.
3. Hamilton Township's RFP was issued along with 3 other communities on similar timelines with IEC, in order to increase the Township's bulk bargaining power.
4. Independent Energy Consultants invited ALL eligible natural gas suppliers (138 sales representatives from 56 companies) to submit proposals, and received various price offers for various terms.
5. IGS, Hamilton Township's incumbent supplier, once again provided the best overall proposal.
6. Independent Energy Consultants' recommendation is to:

- a. Sign a 4-year contract amendment with IGS.
 - i. 4-year pricing is producing record-low rates and it makes sense lock in those attractive rates for a longer period.
- b. Select a 4-year "NYMEX plus" formula (which can be left as a variable rate or converted to a fixed rate at any time).
- c. Watch market conditions and use the formula to lock in a rate for the desired period, most likely the full four-year term, to provide price protection and budget stability for the Township's residents and small businesses.
- d. The Fixed-rates currently available are better than the historic rates Hamilton Township has set over the past ten years as shown on the table above.

Year	Average Program Rate (\$/Mcf)
2010	5.567
2011	5.354
2012	3.75
2013	4.595
2014	5.288
2015	3.73
2016	3.474
2017	4.266
2018	3.994
2019	3.638
Proposed Fixed Rate (Apr 2020 - Mar 2024)	3.49

7. IGS has prepared an amendment to the current contract for the Township's approval.
8. Letters would go out in March to residents and small businesses informing them of the new offer.
 - a. Residents and businesses who are currently in the program or are still supplied by the local utility will receive an opt-out letter and do not need to take any action to receive the new offer.
 - b. Residents and businesses who have chosen a supplier on their own will receive a similar letter inviting them to proactively enroll in the program if they wish.
 - c. IEC will prepare a news release and FAQs for the Township before any letters are sent.

LEGISLATIVE COVER MEMORANDUM

Introduction: February 5, 2020

Effective Date: Next available date

Agenda Item: **Resolution 20-0205B**
A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY ENGINEER'S OFFICE FOR THE PURCHASE OF ROAD SALT

Submitted By: Kenny Hickey

Scope / Description: This is the same contract we enter into each year with Warren County for salt purchasing for the upcoming winter season. This contract allows Warren County to buy the salt in larger quantities resulting in a more economic price for the Township.

Budget Impact: Dependent upon 2019 winter season salt usage

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 9:00 a.m. on February 5, 2020, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*

Joe Rozzi – Trustee

Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 20-0205B**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY
ENGINEER'S OFFICE FOR THE PURCHASE OF ROAD SALT**

WHEREAS, the Board of Township Trustees desires to enter into an agreement to purchase road salt through the Warren County Engineer's Office; and

WHEREAS, The Warren County Engineer's Office meets all applicable state and local requirements through the bidding process for road salt; and

WHEREAS, in order to save money and expedite the bidding process, it benefits Hamilton Township to enter into an agreement with the Warren County Engineer's Office for road salt for the 2020-2021 winter season;

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

SECTION 1. The Board hereby authorizes and approves entering into an agreement to participate with the Warren County Engineer's Office for the bidding and purchase of road salt for the 2020-2021 winter season.

SECTION 2. Hamilton Township has allocated its own storage space to receive and store all of the salt bid and awarded in the contract.

SECTION 3. The Township Administrator or the Township Public Works Director of Hamilton Township are hereby authorized and directed to sign and file all documents associated with the Warren County Engineer's Office road salt purchase program including the forwarding of the estimated salt needed for purchase as prepared by the Public Works Director.

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:

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

Resolution adopted this 5th day of February, 2020.

Attest:

James D. Hunter, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, James D. Hunter 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 February 5, 2020.

Date: _____

James D. Hunter, *Fiscal Officer*

Memo

January 23, 2020

To: Township Trustees and City and Village Mayors, Managers or Administrators

From: Neil Tunison, County Engineer

Re: Rock Salt Bid and Purchase Program for Warren County for 2020-2021 Winter Season

This office will once again offer an opportunity for your jurisdiction to participate in the County Engineer's salt purchase program this year. The program will be exactly the same as last year.

The program will work like this: We will request a bid price for rock salt dumped at your site and one using a piler to mound it at your site as well. One price for each method will be applied to all taking part. That does not change regardless of what Item No. on the bid sheet that applies to you. You will determine the amount you expect to purchase and that amount will be placed in the first column on the Delivery and Billing Sheet (Exhibit A). The goal is for the bidder to accept that amount more or less. In other words, if you order 1,000 tons and you find you only need 500 tons, you will not be expected to purchase the entire 1,000 tons. Be advised that bidders can make exceptions to the bid that may place conditions on the bid, including minimum and maximum amounts. Those exceptions will weigh heavily on the award outcome.

Once the bid has been awarded and contract executed by the Board of County Commissioners, it will be your responsibility to set up your own purchase order based on the price bid. You will choose whether the salt will be dumped or a piler will be necessary. You will also arrange delivery of your salt to your site. To make this as efficient as possible, please verify your delivery site on Exhibit A and revise the billing information if necessary. A bid guaranty bond that would make each of you as a political subdivision the obligee of the bond is included.

To participate in the program, please have your Board or Council pass a resolution authorizing participation using the sample resolution as a guide. We would prefer the amount of requested salt be included in the resolution. If you do not have room, my office will continue to make salt sales on a pick-up basis at the County Highway Department. If the resolution does not request an amount, you will need to submit an amount in writing so that it can be included in the bid package.

Please return an executed resolution to me by Monday, March 2nd only if you plan to purchase salt directly from the successful bidder. If your Board or Council cannot meet before this date, please let me know so that we can somehow accommodate your request. It was determined by our working group that timing of the bid for late April was the key to getting the best price. This program only applies to the purchase of rock salt and does not apply to any deicing chemical solutions, such as Beet Heet or brine.

We look forward to hearing from you. If you have any questions, please contact me at (513) 695-3307, Kurt Weber at (513) 695-3306 or Bobbi Apking at (513) 695-3305. Thank you.

LEGISLATIVE COVER MEMORANDUM

Introduction: February 5, 2020

Effective Date: Next available date

Agenda Item: **Resolution 20-0205C**
A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY ENGINEER'S OFFICE FOR THE 2020 RESURFACING, CHIP SEAL, AND STRIPING PROJECTS

Submitted By: Kenny Hickey

Scope / Description: This is the same contract we enter into each year with Warren County Engineer's Office for the 2020 Resurfacing, Chip Seal, and Striping Projects. Hamilton Township does not do chip seal projects so we will not be purchasing those materials. This contract allows Warren County to buy the products in larger quantities resulting in a more economic price for the Township.

Budget Impact: \$599,403.10

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 9:00 a.m. on February 5, 2020 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joe Rozzi - Trustee
Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 20-0205C**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY
ENGINEER'S OFFICE FOR THE WARREN COUNTY 2020 RESURFACING, CHIP
SEAL, AND STRIPING PROJECTS**

WHEREAS, the Warren County Engineer's Office will meet all of the applicable state and local requirements for bidding public contracts for the Warren County Engineer's Combined County and Township 2020 Resurfacing, Chip Seal, and Striping Projects which consists of the resurfacing, chip seal, and striping of certain roads in Warren County including roads under the jurisdiction of Hamilton Township (the "2020 Road Project"); and

WHEREAS, the Board of Township Trustees wishes to participate in the Warren County 2019 Road Projects through an agreement with the Warren County Engineer's Office; and

WHEREAS, in order to save time and money, and expedite the bidding process, it benefits Hamilton Township to enter into an agreement with the Warren County Engineer's Office for the 2020 Road Project for 2020 construction season;

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

SECTION 1. The Board hereby authorizes and approves the participation of Hamilton Township in the 2020 Road Project and approves an agreement with the Warren County Engineer's Office to participate with the Warren County Engineer for the bidding and payment of the 2020 Road Project for the 2020 construction season.

SECTION 2. The Township Administrator or the Township Road Superintendent of Hamilton Township are hereby authorized to execute and file all documents associated with the 2020 Road Project including the forwarding of the estimated totals needed for the 2020 Road Projects as prepared by the Township Road Superintendent.

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:

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

Resolution adopted this 5th day of February, 2020.

Attest:

James D. Hunter, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, James D. Hunter, 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 February 5, 2020.

Date: _____

James D. Hunter, *Fiscal Officer*

Cost Estimate
2020 Hamilton Twp Resurfacing Breakdown

Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
Schlottman Road (TR 143)					
253	Pavement Repair	225	SY	\$ 45.00	\$ 10,125.00
301	Asphalt Concrete Base (301-M)	17	Ton	\$ 62.25	\$ 1,058.25
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	567	Ton	\$ 70.00	\$ 39,690.00
642	Center Line, Type 1	0.25	Mile	\$ 1,400.00	\$ 350.00
642	Edge Line, 4 Inch, Type 1	1.03	Mile	\$ 850.00	\$ 875.50
				Subtotal =	\$ 52,098.75
Adams Road (TR 145)					
253	Pavement Repair	325	SY	\$ 45.00	\$ 14,625.00
254	Pavement Planing	220	SY	\$ 1.60	\$ 352.00
301	Asphalt Concrete Base (301-M)	60	Ton	\$ 62.25	\$ 3,735.00
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	2,137	Ton	\$ 70.00	\$ 149,590.00
642	Edge Line, 4 Inch, Type 1	4.54	Mile	\$ 850.00	\$ 3,859.00
642	Crosswalk Line, Type 1	22	FT	\$ 3.25	\$ 71.50
				Subtotal =	\$ 172,232.50
Nunner Road (TR 157)					
254	Pavement Planing		SY	\$ 1.60	\$ -
301	Asphalt Concrete Base (301-M)	15	Ton	\$ 62.25	\$ 933.75
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	596	Ton	\$ 70.00	\$ 41,720.00
611	Manhole Adjusted to Grade	6	Each	\$ 525.00	\$ 3,150.00
642	Center Line, Type 1	0.51	Mile	\$ 1,400.00	\$ 714.00
642	Edge Line, 4 Inch, Type 1	1.02	Mile	\$ 850.00	\$ 867.00
642	Stop Line, Type 1	43	FT	\$ 5.00	\$ 215.00
				Subtotal =	\$ 47,599.75
White Street (TR 310)					
301	Asphalt Concrete Base (301-M)	5	Ton	\$ 62.25	\$ 311.25
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	157	Ton	\$ 70.00	\$ 10,990.00
611	Manhole Adjusted to Grade	1	Each	\$ 525.00	\$ 525.00
				Subtotal =	\$ 11,826.25
Elizabeth Street (TR 311)					
301	Asphalt Concrete Base (301-M)	10	Ton	\$ 62.25	\$ 622.50
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	342	Ton	\$ 70.00	\$ 23,940.00
611	Manhole Adjusted to Grade	1	Each	\$ 525.00	\$ 525.00
				Subtotal =	\$ 25,087.50
Southern Pines Drive (TR 615)					
254	Pavement Planing	4,573	SY	\$ 1.60	\$ 7,316.80
301	Asphalt Concrete Base (301-M)	12	Ton	\$ 62.25	\$ 747.00
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	404	Ton	\$ 70.00	\$ 28,280.00
				Subtotal =	\$ 36,343.80
Seapin Court (TR 972)					
254	Pavement Planing	1,600	SY	\$ 1.60	\$ 2,560.00
301	Asphalt Concrete Base (301-M)	4	Ton	\$ 62.25	\$ 249.00
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	140	Ton	\$ 70.00	\$ 9,800.00
				Subtotal =	\$ 12,609.00
Lighthouse Point (TR 973)					
254	Pavement Planing	5,427	SY	\$ 1.60	\$ 8,683.20
301	Asphalt Concrete Base (301-M)	14	Ton	\$ 62.25	\$ 871.50
441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22	479	Ton	\$ 70.00	\$ 33,530.00
				Subtotal =	\$ 43,084.70
West Road (TR 1206)					
253	Pavement Repair	250	SY	\$ 45.00	\$ 11,250.00
301	Asphalt Concrete Base (301-M)	12	Ton	\$ 62.25	\$ 747.00

Cost Estimate

2020 Hamilton Twp Resurfacing Breakdown

[illegible]

LEGISLATIVE COVER MEMORANDUM

Introduction: February 5, 2020

Effective Date: Next available date

Agenda Item: **Resolution 20-0205D**
A RESOLUTION TO AMEND AND RESTATE WARREN COUNTY DRUG
TASK FORCE COUNCIL OF GOVERNMENTS CONTRACT

Submitted By: Chief Hughes

Scope / Description: This is the same contract we enter into each year with Warren County Sheriff's Office for the Drug Task Force. We have a \$1 per resident obligation to the Task Force and split the payment between the General Fund and the Police Department.

Budget Impact: \$30,000 - Total
\$15,000 – General
\$15,000 - Police

**Vote Required
for Passage:** 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 9:00 a.m. on February 5, 2020 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joe Rozzi - Trustee
Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 20-0205D**

**A RESOLUTION TO AMEND AND RESTATE WARREN COUNTY DRUG TASK
FORCE COUNCIL OF GOVERNMENTS CONTRACT**

WHEREAS, in accordance with Ohio Revised Code §167.01, et seq., the Warren County Drug Task Force Council of Governments (COG) was established, and the charter members entered into the Warren County Drug Task Force Council of Governments Contract (hereinafter referred to as the Original Contract), a copy of which is attached hereto and made a part hereof; and

WHEREAS, periodically the Original Contract has been amended to reflect changes in membership and name; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio: the Original Contract is hereby restated and amended as follows:

SECTION 1. This Amended and Restated Cooperative Contract is entered into this 5th day of February, 2020, between the Warren County Board of Commissioners, for and on behalf of the Warren County Prosecutor's Office and the Warren County Sheriff's Office; the Clinton County Board of Commissioners, for and on behalf of the Clinton County Prosecutor's Office; the Ohio Attorney General Bureau of Criminal Investigation (BCI); and Clearcreek Township, the City of Franklin, Hamilton Township, the City of Lebanon, the City of Loveland, the Village of Maineville, the City of Mason, the City of Monroe, the City of Springboro, the Village of Waynesville, the City of Wilmington, and the Village of Harveysburg, for and on behalf of their respective Police Departments, (hereinafter, collectively, "the participating agencies").

SECTION 2. The Board of Trustees agree to all sections of the Original Contract attached Exhibit A.

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:

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

Resolution adopted this 5th day of February, 2020.

Attest:

James D. Hunter, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, James D. Hunter, 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 February 5, 2020.

Date: _____

James D. Hunter, *Fiscal Officer*

Exhibit A

The parties hereto are engaged in the provision of law enforcement services within their respective jurisdictions;

The parties have personnel who are trained to enforce criminal drug trafficking laws;

Each party owns equipment which is used in such enforcement;

The parties desire to provide a mechanism pursuant to which contributions of equipment and personnel may be utilized in furtherance of the purpose of maintaining a qualified and efficient Warren County Drug Task Force; and

Ohio Revised Code §167.01 permits the establishment of regional councils of government for the purpose of enforcing criminal drug trafficking laws.

I. LENGTH OF CONTRACT:

This Contract shall become effective upon approval by at least a majority vote of its members and shall remain in force and effect indefinitely unless terminated as provided herein.

II. WARREN COUNTY DRUG TASK FORCE POLICY BOARD:

- A. The Warren County Drug Task Force Policy Board shall consist of the Warren County Sheriff; the Warren County Prosecutor; the Clinton County Prosecutor; the Ohio Attorney General BCI; and the police chiefs of Clearcreek Township, Franklin, Hamilton Township, Lebanon, Loveland, Maineville, Mason, Monroe, Springboro, Waynesville, Wilmington, and Harveysburg.
- B. A majority of the Warren County Drug Task Force Policy Board constitutes a quorum for the transaction of business.
- C. Meetings of the Warren County Drug Task Force Policy Board will be held at such time and place as are specified in a notice of meeting.
- D. A meeting of the Warren County Drug Task Force Policy Board may be called by any member of the Board by giving notice of the time, place and purpose of such meeting to the other members of the Board. No meeting of the Board shall be held sooner than seven (7) days than the date of the notice of meeting. The notice of meeting shall be in writing and given to each of the parties by personal delivery, email or facsimile transmittal.

- E. The Warren County Drug Task Force Policy Board shall set policy for the enforcement of criminal drug trafficking laws within Warren County by the Warren County Drug Task Force, pursuant to the terms of this Contract.

III. RELATIONSHIP OF PARTIES:

- A. During the scope of any investigation covered by this Contract, participating personnel shall act under direction of the Commander of the Warren County Drug Task Force or Designee. This provision notwithstanding, the parties shall be independent contractors in connection with the performance of their respective obligations under this Contract and this Contract shall not be construed to create any partnership, joint venture, agency or franchise. Nor shall this Contract be construed to create an employer-employee relationship between the Warren County Drug Task Force, the participating agencies and personnel providing services pursuant to this Contract.
- B. Nothing contained herein shall be interpreted or construed to alter or modify the responsibilities of participating agencies as provided in the Ohio Revised Code, relevant provisions of law and other contracts and agreements regarding compensation for the time, services, and expenses of personnel, and contributions to and liability for workers compensation, unemployment compensation benefits, retirement benefits, health care benefits and other benefits accrued by law enforcement personnel within the scope of any investigation covered by this Contract, or at any other time.

IV. GOVERNING LAW:

This Contract shall be construed in accordance with, and the legal relations between the parties shall be governed by, the laws of the State of Ohio as applicable to contracts executed and fully performed in the State of Ohio.

V. ALLOCATION OF LIABILITY:

All personnel providing services pursuant to this Contract shall, for purposes of allocation of liability to third parties only, be deemed to be acting under the direction and control of their respective participating agencies and not under the direction and control of the Warren County Drug Task Force, and the participating agencies shall assume the risk of any liability to third parties arising from the conduct, acts and omissions of such personnel.

VI. FISCAL AGENT:

The Warren County Auditor shall serve as the fiscal agent of the Warren County Drug Task Force.

VII. ENTIRE AGREEMENT:

This Contract contains the entire contract between the parties with respect to the subject matter thereof, and supersedes all prior written or oral contracts between the parties, specifically the Original Contract and Amendments thereto. No representations, promises, understandings, or agreements, otherwise, not herein contained shall be of any force or effect. The previously adopted bylaws attached hereto are hereby ratified and included as part of this Contract.

VIII. MODIFICATION OR AMENDMENT:

No modification or amendment of any provisions of this Contract shall be effective unless made by a written instrument, duly executed by the party to be bound thereby, which refers specifically to this Contract and states that an amendment or modification is being made in the respects as set forth in such amendment.

IX. CONSTRUCTION:

Should any portion of this Contract be deemed unenforceable by an administrative or judicial officer or tribunal of competent jurisdiction, the balance of this Contract shall remain in full force and effect unless revised or terminated pursuant to any other section of this Contract.

X. WAIVER:

No waiver by either party of any breach of any provision of this Contract, whether by conduct or otherwise, in any one or more instances shall be deemed to be, or construed as a further or continuing waiver of any such breach or as a waiver of any breach of any other provision of this Agreement. The failure of either party at any time or times to require performance of any provision of this Contract shall in no manner affect such party's right to enforce the same at a later time.

XI. ASSIGNMENT:

Neither party shall assign any of its rights or delegate any of its duties under this Contract without written consent of the other.

XII. HEADINGS:

Paragraph headings in this Contract are for the purposes of convenience and identification and shall not be used to interpret or construe this Contract.

XIII. PARTIES:

Whenever the parties are referred to herein, the reference shall include, without exception, the employees, agents and authorized representatives of the parties.

XIV. TERMINATIONS:

This Contract may be terminated by a majority vote of the members at a regular or special meeting. Members may withdraw in accordance with the bylaws.

XV. NOTICES:

All notices required to be given herein shall be in writing and shall be sent to the following respective addresses:

TO: Warren County Sheriff's Office
822 Memorial Drive
Lebanon, Ohio 45036
513/695-1280

TO: Warren County Prosecutor's Office
520 Justice Drive
Lebanon, Ohio 45036
513/695-1325

TO: Clinton County Prosecutor's Office
103 East Main Street
Wilmington, Ohio 45177
937/382-4559

TO: BCI
P.O. Box 365
1560 State Route 56
London, Ohio 43140

TO: Clearcreek Township Police Department
7593 Bunnell Hill Road
Springboro, Ohio 45066
513/748-1267

TO: Franklin Police Department
400 Anderson Street
Franklin, Ohio 45005
937/746-2882

TO: Hamilton Township Police Department
7780 South State Route 48
Maineville, Ohio 45039
513/683-0538

TO: Lebanon Police Department
25 West Silver Street
Lebanon, Ohio 45036
513/932-2010

TO: Loveland Police Department
126 South Lebanon Road
Loveland, Ohio 45140
513/583-3000

TO: Maineville Police Department
8188 South State Route 48
Maineville, Ohio 45039
513/583-0048

TO: Mason Police Department
6000 Mason-Montgomery Road
Mason, Ohio 45040
513/229-8560

TO: Monroe Police Department
233 South Main Street
Monroe, Ohio 45150
513/539-9234

TO: Springboro Police Department
320 West Central Avenue
Springboro, Ohio 45066
937/748-0611

TO: Waynesville Police Department
1400 Lytle Road
Waynesville, Ohio 45068
513/897-8010

TO: Wilmington Police Department
69 North South Street
Wilmington, Ohio 45177
937/382-3833

TO: Harveysburg Police Department
79 W. Main Street
P.O. Box 189
Harveysburg, OH 45032

XVI. Authorization for Contract:

This Contract has been signed by the respective parties pursuant to the attached resolutions.

APPROVED AS TO FORM:

Keith W. Anderson
Assistant Prosecuting Attorney