



TRUSTEE MEETING AGENDA 2/18/2026

6:00 PM

HAMILTON TOWNSHIP ADMINISTRATION

Mark Sousa– *Board Chair*
Darryl Cordrey– *Vice Chair*
Joseph Rozzi – *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

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk’s Journal and Accept the audio/video recording as the Official Minutes of the February 3rd Board of Trustees regular meeting.
- Bills before the Board

Guest Speaker- Kleinger’s Group Park Assessment

Public Comments

New Business

Resolutions

- Resolution No. 26-0218A Memorandum of Understanding with the Warren County Drug Task Force
- Resolution No. 26-0218B Placing a Moratorium on Commercial Truck Parking and Initiating a Zoning Resolution Text Amendment
- Resolution No. 26-0218C Annual OPERS Conversion Plan

Motions

- Authorize Agreement with ODOT for Sidewalk Maintenance of new developments on SR 48
- Amend Hamilton Township Roster as Presented

Public Comments

Fiscal Officer’s Report

Administrator’s Report

Work Session- Freedom Parade

Trustee Comments

Executive Session Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(1) to discuss the employment of a public employee.

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 Trustee Meeting

February 3, 2026

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

Roll call as follows: Mark Sousa
Darryl Cordrey
Joe Rozzi

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the audio/visual as the Official Meeting Minutes of the January 21st Board of Trustees regular meeting.

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

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

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

Public Comments

Mr. Sousa opened the floor to public comments at 6:01 PM, with nobody approaching he closed the floor to comments.

New Business

Resolution No. 26-0203A- Salt Purchase Agreement

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0203A, a resolution authorizing a contract with the Warren County Engineers Office for the purchase of road salt for the 2026-2027 snow season.

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

Resolution No. 26-0203B- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0203B, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

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

Motion- Approve Hamilton Township Roster as Presented

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

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

Public Comments

Mr. Sousa opened the floor to public comment at 6:04 p.m.

Rusty Holman stated that January is a time for resolutions and encouraged both board members and residents to speak up, be heard, and promote transparency. He commended Chief Hughes and Administrator Wright for addressing the school and thanked them for their collaboration in recognizing Megan Graham’s service.

Mr. Holman stated that he plans to address the school board regarding a previous meeting, noting concerns about a lack of discussion, transparency, and clarity regarding the resolutions being approved. He encouraged the Trustees to maintain transparency as well by clearly explaining the purpose of resolutions and providing information on the dollar amounts associated with purchases or sales.

With no additional speakers, Mr. Sousa closed the floor to public comment at 6:08 p.m.

Administrator’s Report

Administrator Wright gave the following updates:

- Admin staff are coordinating with the Home Builders Association on HOMEARAMA marketing efforts, including a proposed Hamilton Township Residents Day.
- Fire Department and Mr. Wright are already working on the 2027 budget for capital projects.
- A push-in ceremony for the new ladder truck and ambulance will be held at Station 76 on February 7 at 1:00 p.m.
- Ladder 76 is in service.
- Medic 76 has been wrapped with graphics and will be displayed at the Ohio Township Conference.
- Recognition was received from the Clermont County Sheriff for working with Captain Rector, Sgt. Wall, and Officer Stephens for their commitment to the Field Training Officer program. Township officers will provide a three-day course at the Sheriff's Office facility.
- The Police Department successfully passed its LEADS audit.

Trustee Comments

The Trustees thanked the Public Works Department for a job well done during the most recent snowstorm, noting that the amount of snowfall was significant. They also expressed appreciation to residents for removing vehicles from the roadway, which greatly assisted with snow removal efforts. Trustee Rozzi additionally thanked all township departments that worked in the weather and snow conditions.

Adjournment-

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 6:14 p.m.

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



Office of Chief of Police
02/18/26 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Chief of Police

Motion to approve Resolution 26-0218A, a resolution authorizing participation in the greater Warren County Drug Task Force and authorizing the Township Administrator to execute the related Memorandum of Understanding.

Hamilton Township is one of fifteen communities with a police department that participates in the Warren County Drug Task Force. This task force is one of the last in Ohio that operates as a Council of Governments. Most law enforcement task forces now operate under a Memorandum of Understanding instead, and that is what is being recommended by the County Auditor. There are several structural and financial savings that will be realized by transitioning to an MOU arrangement and disbanding the COG. Some of the financial benefits include savings of audits of up to \$30,000 per year and more efficiencies for the fiscal agent, WCSO, to pay invoices.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on February 18, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NO. 26-0218A**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE GREATER WARREN
COUNTY DRUG FORCE AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR
TO EXECUTE THE RELATED MEMORANDUM OF UNDERSTANDING**

WHEREAS, Ohio Revised Code 505.43 authorizes the Board of Trustees of Hamilton Township, Warren County, Ohio (“Township”) to enter into a contract with one or more townships, municipal corporations, park districts, county sheriffs, joint police districts, or with a governmental entity of an adjoining state upon any terms that are agreed to by them, for police protection services; and

WHEREAS, the Township has participated in and supported the Warren County Drug Task Force under the terms of a Council of Governments (“COG”) contract; and

WHEREAS, the Warren County Drug Task Force has determined that it is in the best interest to disband the COG and govern the group under a new Memorandum of Understanding (“MOU”); and

WHEREAS, the Township desires to continue participation in and support the Warren County Drug Task Force under the terms of a new MOU.

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

SECTION 1. That the Township Administrator is hereby authorized to execute the Warren County Multi-Jurisdictional Drug Task Force Memorandum of Understanding, providing for the continued combination of the capabilities and resources of various agencies identified in the MOU, in a cooperative drug-fighting effort, under the terms contained in the MOU and in substantially the same form as **Exhibit A** attached to this Resolution and incorporated herein by reference.

SECTION 2. The Township Administrator is further authorized to execute any other documents as may be necessary to effectuate the terms of the MOU.

SECTION 3. That it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Hamilton Township Trustees and that all deliberations of the Board that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. This Resolution shall be effective from the earliest date permitted 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 18th day of February, 2026.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin 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 February 18, 2026.

Date: _____

Leah M. Elliott, *Fiscal Officer*

**WARREN COUNTY MULTI-JURISDICTIONAL DRUG TASK FORCE
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter, "MOU") is a collaborative agreement entered into by and among the undersigned agencies and law enforcement entities (hereinafter, "individual agencies"), pursuant to the authority granted in Ohio Revised Code sections 311.07, 311.29, 505.43, 505.431 737.04, 737.041 and 5502.68, for the purpose of establishing and maintaining a cooperative multi-jurisdictional drug enforcement task force which shall operate under the name of the Greater Warren County Drug Task Force (hereinafter, "Task Force") in order to preserve the public peace and the laws of the State of Ohio within the jurisdictions of the undersigned agencies and law enforcement entities.

Article 1 – Purpose

The purpose of this MOU is to establish a collaborative multi-jurisdictional task force comprised of participating law enforcement and government agencies for the purpose of enforcing criminal drug trafficking laws and associated criminal activity across jurisdictional boundaries. This MOU defines the governance, structure, operational framework, resource sharing protocols, and legal responsibilities of the law enforcement entities and government agencies.

The Task Force is a drug enforcement unit comprised of employees from the participating individual agencies and law enforcement entities. The purpose of this unit is to cooperatively and vigorously investigate and arrest individuals engaged in the illegal sale, manufacture, and/or distribution of illicit drugs. In addition, with approval from the Task Force Board of Directors, (hereinafter, "Policy Board"), the Task Force may be used to cooperatively assist participating individual agencies with high profile or personnel intensive cases needing additional personnel or specialized investigative services.

Article 2 – Membership and Termination of Membership

1. The participating individual agencies of this MOU (hereinafter "members" or "individual member agencies") are classified as any full-time agency or law enforcement entity that has jurisdiction in Warren County, the Clinton County Prosecutor's Office, the Warren County Prosecutor's Office, and Wilmington Police Department. Prior to becoming a member, the authority of the political entity or subdivision of each individual agency must adopt an ordinance or resolution or otherwise authorize participation in the Task Force with the other individual member agencies or entities. The original members of the MOU are:

Carlisle P.D.	Clearcreek Township P.D.	Franklin P.D.
Hamilton Township P.D.	Harveysburg P.D.	Lebanon P.D.
Loveland P.D.	Mason P.D.	Middletown P.D.
Monroe P.D.	Morrow P.D.	Springboro P.D.
Warren County Sheriff's Office	Waynesville P.D.	

2. Subsequent to the effective date of this MOU, other individual local, state, or federal agencies may petition for participation in the Task Force through the Policy Board. In order to be eligible to participate, the political entity or subdivision of the individual petitioning individual agency must adopt an ordinance or resolution or otherwise authorize the petitioning individual agency to participate in the Task Force and the individual petitioning agency must assign a full-time officer or employee to the Task Force or equivalent contribution as determined by the Policy Board.
3. Any individual member agency may terminate its membership with ninety (90) days' written notice to the Policy Board.
4. Any individual member agency that terminates its membership with the Task Force will not receive any federal, state or local forfeited monies or property from cases arising on or after the date of its notice to terminate. The departing individual agency will be entitled to share any forfeitures arising from closed cases that were initiated while it was a member.

Article 3 – Policy Board

1. The operation of the Task Force shall be governed by the Task Force Policy Board consisting of law enforcement leadership of each individual member agency. All Policy Board members shall serve without compensation.
2. Policy Board meetings are generally held no less than quarterly at a time and place determined by the Policy Board and set by the Chairperson.
3. Policy Board members are expected to attend a minimum of 50% of the Policy Board meetings. Policy Board members may designate a proxy. Should a Policy Board member or their proxy not attend the minimum number of Policy Board Meetings in a calendar year, the Policy Board may terminate the membership of said individual member agency by a majority vote at a Policy Board meeting. Should the membership of an individual member agency be terminated, they may re-apply for membership at the beginning of the calendar year following the termination of their membership.
4. The quorum for a Policy Board meeting will be a simple majority of all Policy Board members except as otherwise stated in this agreement.
5. The Chairperson of the Policy Board will be the current President of the Warren County Chiefs of Police Association. Should the agency of the current President of the Warren County Chiefs of Police Association (WCCPA) not be a participating member of the Task Force, the current Vice President of WCCPA, if a participating member of the Task Force, will be Chairperson. If either the President or Vice President of WCCPA decline appointment or are not participating members, the Policy Board will elect the Chairperson from the members by majority vote at the first board meeting of each calendar year to serve as Chairperson of the Policy Board.

6. Each meeting's agenda will be set by the Chairperson and will include at a minimum:

- New Business
- Old Business
- Commander's report and update on cases
- Financial report and update
- Roundtable discussion

7. Each Policy Board member shall have one (1) vote. Policy Board actions shall be taken upon a majority vote of a quorum. A tie vote shall be declared a negative vote or denial.

8. All Members of this MOU agree and acknowledge the Policy Board:

- Does not answer to any individual political subdivision, local public institution or entity.
- Is not a board, commission, committee, council, agency, authority or similar decision-making body of any political subdivision, local public institution or any other entity.
- Is not a subordinate group to any political subdivision, local public institution or any other entity.
- Will not formulate or provide recommendations or advice to any political subdivision, local public institution or other entity.

Article 4 - Participation Agreement

1. This MOU shall become effective on the _____ day of _____, 2026 at 12:00 a.m. and shall continue for a term of one year. Thereafter, this MOU shall renew automatically for the same term and for continuous terms in the future. All members individually and collectively, as necessary, shall annually review this MOU.
2. The overall actions, priorities, policies and procedures affecting the employees and officers assigned to the Task Force shall be established and controlled by the Policy Board and set forth in a policy and procedures manual as adopted by the Policy Board. The Policy Board shall renew and update said policies and procedures as needed or at least every three years. Until a Policy Manual is adopted by the Policy Board under this Agreement, the Policy Manual adopted by the Greater Warren County Drug Task Force council of government (hereinafter "COG") Policy Board in February 2021 shall govern the policies and procedures of the Greater Warren County Drug Task Force.
3. All employees and officers assigned to the Task Force pursuant to this MOU shall report to and work under the direct supervision of the Task Force Commander, as established by Warren County Sheriff. It is further understood and acknowledged that personnel of each individual member agency shall not be deemed as agents for or employees of any other individual member agency, political entity or subdivision. Instead, all personnel shall remain employees of their own individual member agency, political entity or subdivision; and liability for any actions of such personnel shall remain with the employing individual

member agency, political entity or subdivision. Other individual member agencies and their political entities or subdivisions shall have no liability for the actions of such personnel.

4. Pursuant to Ohio Revised Code sections 311.07, 311.29, 505.43, 505.431 737.04, 737.041 and 5502.68 each political entity or subdivision of each individual member agency grants to all other individual member agencies the same authority that their individual member agency possesses in their own jurisdictions and all authority necessary or incidental thereto. This authority includes, but is not limited to, the authority to apprehend or attempt to apprehend a person reasonably suspected of violating or having violated the laws of the State of Ohio or the laws or ordinances of the political entities or subdivisions.
 - a. When a political entity or subdivision authorizes participation in this Task Force, those political entities or subdivisions understand and accept any work done by its personnel within the jurisdiction of a Sheriff that is a member to this MOU will be as if that Sheriff had previously called upon the proper authority of their political entity or subdivision and requested aid pursuant to Ohio Revised Code section 311.07(B). It is further understood and accepted the political entities or subdivisions are providing aid to the Sheriff pursuant to that request and their personnel shall be considered as performing services within the territory of their regular employment. This aid will be provided subject to Article 4 Paragraph 8 of this MOU.
5. All law enforcement officers acting pursuant to this MOU in regard to their ability and power to arrest shall be guided by Ohio Revised Code as cited in this MOU.
6. Any allegations of civil rights violations and/or unreasonable use of force, or other misconduct arising from any incidents by any members, their agents or employees, will be immediately referred to the respective individual member agency whose agents or employees were involved for investigation by that individual member agency of the allegation.
7. The execution of this MOU shall not give rise for any member or their political entity or subdivision to claim any liability or responsibility against any other member or their political entity or subdivision for any actions or failure to act on the part of any person executing duties pursuant of this MOU, any failure of equipment, or for any other loss or damage. This MOU shall not be construed or deemed to be an agreement for the benefit of any third party. No third party shall have any right of action hereunder for any cause whatsoever under this MOU.
8. Notwithstanding any provision in the Ohio Revised Code for compensation for services rendered, unless a majority of Policy Board members vote accordingly, no member, their political entity or subdivision shall charge any of the other members, their political entities or subdivisions for services rendered under the provisions of this MOU. This includes, but is not limited to, any obligation for compensation of a member Sheriff's Office under Ohio Revised Code section 311.07(B) for which any compensation shall be considered either waived or paid in full.

9. No members shall be responsible to reimburse any other member or their political entities or subdivisions for loss or damage to equipment while engaged in activity in accordance with this MOU. Members shall also not be responsible for any indemnity award or premium contribution assessed against any employing member or their political entity or subdivision for workers' compensation benefits arising by reason of injury or death to an employee of any member or their political entity or subdivision while engaged in any activity under this MOU.
10. To the extent required by law, each member shall be solely responsible for the defense and indemnity of itself and its personnel participating in Task Force operations.
11. No member shall assign any of its rights or delegate any of its duties under this MOU without written consent of all other members.

Article 5 - Task Force Commander

1. The Warren County Sheriff will select or dismiss the Commander of the Task Force. The Sheriff will hold discussions with the Policy Board regarding the selection or dismissal of the Commander of the Task Force, however, the selection or dismissal of the Commander of the Task Force will be at the Sheriff's sole discretion. The Policy Board will take no formal vote on the matter.
2. The Commander of the Task Force will be under day-to-day supervision of the Warren County Sheriff, will be a commissioned deputy certified through the State of Ohio and will hold the rank of a command staff officer as determined by the Warren County Sheriff.
3. The Commander of the Task Force will be an unclassified employee of the Warren County Sheriff's Office.
4. The salary and benefits of the Commander shall be commensurate with the salary and benefits of other command staff officers of the same rank in the Warren County Sheriff's Office. Raises and benefit changes will be determined by the Warren County Sheriff's Office.
5. The funding of salary and benefits for the Commander will be the sole responsibility of the Warren County Sheriff's Office.
6. The Policy Board shall have operational authority over the Commander.

Article 6 – Financials and Records

1. The Warren County Sheriff's Office shall serve as the Task Force fiduciary agency. The Warren County Auditor shall serve as the Task Force fiscal agent to establish account for funds, provide audits and necessary reports as required by law and as directed by grants.
2. As the fiduciary agency of the Task Force, the Warren County Sheriff's Office shall accept the assignment and transfer of any monies from the COG upon its dissolution. Such

monies received by the Warren County Sheriff's Office as the fiduciary agency of the Task Force shall be placed into funds established by the Warren County Board of County Commissioners and/or approved by the Office of the Auditor of the State of Ohio. Those monies shall be exclusively held and spent on or for the Task Force under this MOU.

3. Pursuant to Resolution # _____, the Warren County Board of County Commissioners accepts the title and ownership of any assets and property from the COG upon its dissolution. Pursuant to that Resolution, those assets and property shall be exclusively held and used by the Task Force under this MOU. Any and all of those assets and property required to be used for a particular purpose shall be used by the Task Force in accordance with such requirements.
4. Pursuant to Resolution # _____, the Warren County Board of County Commissioners agrees to accept and hold in its name all outstanding contracts, leases and other agreements of COG. This acceptance is limited to those outstanding contracts, leases and other agreements assigned from COG. The Warren County Board of County Commissioners shall not accept and hold in its name any contract, lease or other agreement not transferred from the COG. Although the contracts, leases and other agreements shall be held in the name of the Warren County Board of County Commissioners, any payment for any such contract, lease or other agreement will come from the funds established for the Task Force. Further, any and all non-financial obligations of the COG, including but not limited to performance obligations of a grant, shall be accepted and performed by the Task Force.
5. Equitable sharing of federal forfeiture funds for task forces must be paid either to the fiduciary agency of the Task Force or to individual member agencies. Compliant state, local, and tribal law enforcement agencies participating in task forces may request and receive federal equitable sharing payments under their individual NCIC codes. As agreed upon by the Policy Board, these payments will be paid directly either to the Warren County Sheriff's Office as the Task Force fiduciary agency or to individual member agencies based on participation and facts of the investigation. A fund share distributed to the Warren County Sheriff's Office as the Task Force fiduciary will be deposited with the Warren County Auditor's Office in a fund set up to track income and expenditures from Federal Seizures. It is the responsibility of all individual member agencies which receive federal forfeiture funds to remain compliant with all guidelines of the United States Department of Justice regarding the equitable sharing program.
6. Cash assets seized during a criminal investigation by the Task Force for the violation of State or Local laws shall be deposited in a "Pending Forfeiture Account" maintained by the Warren County Sheriff's Office. Distributions from this fund will be made periodically according to any court order and established practices as cases are closed and funds are released. Forfeited funds deposited in this law enforcement trust fund will be distributed to individual member agencies which provide full-time staff or to the office responsible for prosecution, per any court order and established practices. The fund share distributed to the Task Force will be deposited by the Warren County Sheriff's Office in a fund established to track income and expenditures from State and local seizures.

7. Other property seized and forfeited, or assigned to the Task Force by court order, will be auctioned and the proceeds disbursed as outlined above on a case-by-case basis. An exception to this would be the assignment of vehicles or specialized equipment to individual member agencies to use for law enforcement purposes. When such items are no longer of use to the assigned individual member agency, and with the approval of the Policy Board, such items may be disposed of at auction or other venue as permitted by law. Proceeds from the sale of these items shall remain with the assigned individual member agency if under \$3,000.00. Proceeds at or over \$3,000 will be returned in their entirety to the Task Force for disbursement as outlined above.
8. Funds from donations or funds generated through the efforts of the Task Force will be deposited by the Warren County Sheriff's Office as the fiscal agency of the Task Force into funds created by the Warren County Board of County Commissioners and/or approved by the Office of the Auditor of the State of Ohio.
9. Prior to the beginning of each calendar year, the Task Force Commander will submit a budget for the next calendar year that will outline the expected income and expenditures of the Task Force. Such budget will be approved by a majority of the Policy Board present at a regularly scheduled monthly meeting.
10. All records and evidence of the COG shall be accepted by the Task Force and retained in accordance with applicable record and evidence retention laws and regulations. As under the COG, the Warren County Sheriff's Office Administrative Services Division shall be responsible for the operation and oversight of the Sheriff's Office Property Room which includes the Drug Task Force Property Room.

Article 7 – Authorization and Effective Date

1. This MOU has been signed by the respective parties pursuant to the attached resolutions. This MOU shall take effect on _____, 2026 at 12:00:00 a.m. after the dissolution of the COG as of _____, 2026 at 11:59:59 p.m.
2. If any provision of this MOU is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this MOU will otherwise remain in full force and effect.

IN WITNESS WHEREOF, the undersigned have accepted this Agreement and authorize its execution on theXXXXXXXX

By: _____

By: _____



Planning and Zoning Office
02/18/2026 Trustee Meeting

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

Motion to approve Resolution No. 26-0218B Establishing a Moratorium on The Issuance of Certain Zoning Permits and Other Township Approvals That Would Involve or Allow the Construction, Establishment, Or Expansion of Semi-Truck or Commercial Truck Parking Facilities Within Hamilton Township, Warren County Ohio, Waiving the Second Reading, And Declaring an Emergency

Per the direction of the Board, the moratorium will place a 6-month prohibition of approval of any new commercial truck parking applications. It also directs staff to initiate the text amendment process to change the Primary Permitted Uses table to remove commercial truck parking as a permitted use.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on February 18, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NO. 26-0218B**

RESOLUTION ESTABLISHING A MORATORIUM ON THE ISSUANCE OF CERTAIN ZONING PERMITS AND OTHER TOWNSHIP APPROVALS THAT WOULD INVOLVE OR ALLOW THE CONSTRUCTION, ESTABLISHMENT, OR EXPANSION OF SEMI-TRUCK OR COMMERCIAL TRUCK PARKING FACILITIES WITHIN HAMILTON TOWNSHIP, WARREN COUNTY OHIO, WAIVING THE SECOND READING, AND DECLARING AN EMERGENCY

WHEREAS, Hamilton Township, Warren County, Ohio (“Township”) has adopted a limited home-rule form of government which empowers the Township to exercise all powers of local self-government, and adopt local regulations that do not conflict with general federal and Ohio laws, for the protection of the public health, safety and general welfare of Township residents; and

WHEREAS, Ohio Revised Code 519.02 further empowers the Township to impose reasonable zoning regulations for the purpose of promoting the public health, safety and morals within the Township; and

WHEREAS, the Township has received inquiries relating to the construction or establishment of semi-truck or commercial truck parking facilities, including long-term storage lots, staging areas, layover facilities, and similar uses; and

WHEREAS, such facilities may generate significant impacts on public health, safety, and general welfare, including but not limited to traffic congestion, roadway degradation, increased noise, increased emissions, light pollution, environmental concerns, stormwater impacts, and public safety risks associated with high-volume semi-truck or commercial truck parking and idling; and

WHEREAS, the Township desires to evaluate and potentially adopt text amendments to the Hamilton Township Zoning Resolution (“HTZR”) to adequately regulate the location, construction, expansion, operation, safety, screening, and other characteristics of semi-truck or commercial truck parking facilities; and

WHEREAS, as part of this review, the Township seeks to evaluate existing and potential land uses within each zoning district to ensure that such uses remain compatible with surrounding development patterns, support an expanded range of appropriate housing options, and identify the most suitable zoning districts—if any—in which semi-truck or commercial truck parking facilities may be located consistent with the public health, safety, and general welfare; and

WHEREAS, the Township requires sufficient time to study these potential zoning text amendments and assess the impact of such facilities, but believes it is necessary to temporarily suspend the issuance of permits and approvals that would allow construction or establishment of semi-truck or commercial truck parking facilities during this period.

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

- SECTION 1.** That the issuance of any and all zoning permits and other Township approvals that would authorize, enable, or otherwise allow the construction, establishment, or expansion of any semi-truck or commercial truck parking facility within the Township is hereby suspended for a period of six (6) months from the date of this Resolution (the “Moratorium”).
- SECTION 2.** This Moratorium applies to all zoning districts within the Township and covers all uses involving the parking, storage, staging, or layover of semi-trucks, tractor-trailers, commercial trucks, or similar heavy vehicles, whether as a principal or accessory use. This Moratorium does not apply to standard parking spaces incidental to a lawful principal use (e.g., delivery trucks serving a business), nor to parking on residential property for personal use as currently permitted by the HTZR.
- SECTION 3.** No member of the Hamilton Township Planning and Zoning Department may issue any zoning permit or approval that would allow the construction, establishment, or expansion of a semi-truck or commercial truck parking facility until the expiration of the Moratorium.
- SECTION 4.** During the Moratorium, the Township Administrator, Planning and Zoning Director, and any other appropriate Township staff are directed to investigate and review the impacts of semi-truck and commercial truck parking facilities and to prepare and recommend zoning text amendments to sufficiently regulate such uses.
- SECTION 5.** That it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Hamilton Township Trustees and that all deliberations of the Board that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.
- SECTION 6.** Upon the unanimous vote of the Board of Township Trustees, this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the Township and it shall take effect immediately upon passage. The reason for the emergency is that the Township must be able to fully evaluate proposed zoning text amendments without risk of new semi-truck or commercial truck parking facilities being established before such amendments are considered.
- SECTION 7.** This Resolution shall take effect immediately upon passage by a unanimous vote.

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 18th day of February, 2026.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin 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 February 18, 2026.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
02/18/26 Trustee Meeting

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

Motion to approve Resolution 26-0218C, a resolution authorizing the adoption of an Annual Conversion Plan in accordance with Ohio Revised Code section 145.01 and Ohio Administrative Code 145-1-26.

Historically, very few employees have retired from Hamilton Township. Since that trend is improving and the Board and I want to encourage the frequency of it for retention of our experienced workforce, I recommend we implement a small retention benefit that other townships and cities use. The ORC permits sellback of unused sick and vacation hours upon the retirement of an employee to be pensionable. Admin staff will work on completing and submitting an OPERS Conversion Plan to OPERS. The State only permits sick and vacation time earned during the calendar year of retirement to be pensionable.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on February 18, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NO. 26-0218C**

**RESOLUTION AUTHORIZING THE ADOPTION OF AN ANNUAL
CONVERSION PLAN IN ACCORDANCE WITH OHIO REVISED CODE
SECTION 145.01 AND OHIO ADMINISTRATIVE CODE 145-1-26 AND
DISPENSING WITH THE SECOND READING**

WHEREAS, the Ohio Public Employment Retirement System provides for an Annual Conversion Plan that allows employers to convert vacation, personal and sick leave accrued and not used to be considered as earnable income. The maximum amount of vacation, personal and sick leave that can be considered is the maximum amount an employee earns in one year.

WHEREAS, Section 145.01 of the Ohio Revised Code permits the Board of Township Trustees (“Board”) to prepare an Annual Conversion Plan, and

WHEREAS, the Board desires to implement a Conversion Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hamilton Township, Clermont County, Ohio by authority of Section 145.01 of the Ohio Revised Code and Section 145-1-26 of the Ohio Administrative Code adopts an Annual Conversion Plan, as follows:

SECTION 1: The Board determines that all employees eligible to accrue vacation, personal and/or sick time will be eligible for conversion.

SECTION 2: The maximum amount of converted vacation, personal and sick leave that can be considered earnable salary is the amount the employee earns in the current calendar year, less any leave not taken during the calendar year. To be considered earnable salary the leave must have been earned in the year it was converted or the year prior if converted in January.

SECTION 3: That employees earn up to 5 weeks of vacation per year. That vacation leave is accrued annually and awarded to employees on January 1 of each year and that sick leave is accrued at a rate of 4 hours per bi-weekly pay period. A copy of the vacation schedule is attached as Exhibit A.

SECTION 4: Conversion will occur anytime upon request.

SECTION 5: That it is found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board; and that all deliberations of this Board of Township Trustees and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SECTION 6: This Resolution shall take effect at the earliest period 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 18th day of February, 2026.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin 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 February 18, 2026.

Date: _____

Leah M. Elliott, *Fiscal Officer*

**HAMILTON TOWNSHIP, WARREN COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

VACATION LEAVE

SECTION 6.02

(Rev. 01/19/2022, Rev. 11/20/2024)

- A. Full-time Township employees shall be credited with paid vacation according to the following schedule:

After 1 year of completed service	80 hours vacation (equivalent to 2 weeks)
After 5 years completed service	120 hours vacation (equivalent to 3 weeks)
After 10 years completed service	160 hours vacation (equivalent to 4 weeks)
After 15 years completed service	200 hours vacation (equivalent to 5 weeks)

Vacation credit is calculated based upon a forty (40) hour workweek for regular, full-time employees (and administrative Fire Department employees) or on a forty-eight (48) hour workweek for most fire fighting personnel. Such 48-hour employees shall be credited the equivalent number of vacation hours to represent the appropriate number of weeks due.

- B. Part-time, seasonal, or temporary employees are not entitled to vacation.
- C. One (1) year of completed service shall be computed on the basis of 2,080 hours for 80 hour employees or 2,496 for 48 hour employees in active pay status. After completing their initial new-hire probationary period, all employees will be credited a partial vacation accrual of forty (40) hours during the pay period in which the employee's probationary period ends. The remaining vacation accrual less the partial forty (40) hour accrual will post on the employee's anniversary date of one (1) full year of employment. Credit for vacation shall be prorated based upon the hours actually worked, excluding overtime. Hours worked includes hours in holiday, vacation and comp time off, but does not include sick leave, unpaid leave, or time spent on wage continuation for an injury. After the vacation accrual on the completion of the first year of employment, subsequent vacation accruals thereafter will occur when the pay period of January 1st is processed.
- D. Vacation leave shall be taken by an employee during the year in which it is credited, unless approved by the Employer, in which case vacation may be carried over and must be taken during the next calendar year.
- E. An employee is entitled to compensation, at his/her current rate of pay, for unused vacation credit at the time of separation from employment.
- F. Vacation leave will not be granted for call-in assignments, except in extenuating circumstances to be determined by the department head.
- G. Employees who encounter sickness while on vacation will be required to furnish a doctor's certificate for any time which is to be converted from vacation to sick leave.
- H. For purposes of calculating vacation leave, prior years of continuous service in full-time employment with a State of Ohio Public Employer will be credited at the rate of one (1) year of service for each completed year worked. Only full years of continuous service will be counted.



Office of Township Administrator
02/18/26 Trustee Meeting

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

Motion to authorize an agreement between the State of Ohio, Department of Transportation and Hamilton Township to maintain the sidewalk section along SR-48 located within Warren County.

A new 5/3 Bank is proposed to be constructed on an outlot in front of Kroger along SR 48. Our zoning resolution requires new construction on a public road to have them install a sidewalk in the R-O-W of SR 48. For a few years, ODOT has had a policy that requires the local jurisdiction to agree to maintain a sidewalk installed within State R-O-W. Our legal counselors and I have dealt with similar issues in other townships and have never been able to have a remedy or variance from ODOT's requirement. It is in the best interest of the public for us to be a party to the agreement.

**AGREEMENT
 BETWEEN THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION AND
 HAMILTON TOWNSHIP TO MAINTAIN THE SIDEWALK SECTION ALONG SR-48
 LOCATED WITHIN WARREN COUNTY**

This Agreement is made by and between the State of Ohio, acting by and through the Director of the Department of Transportation (hereinafter referred to as the “ODOT”), 1980 West Broad Street, Columbus, Ohio 43223 and through Hamilton Township in Warren County (hereinafter referred to as the “Township”), acting by and through Hamilton Township, 7780 South State Route 48, Hamilton Township, Ohio 45039. Either may be referred to singularly as “Party” and may be collectively referred to as the “Parties”.

1. PURPOSE

- 1.1 Section 5501.03(A)(3) of the Ohio Revised Code (ORC) provides that ODOT may coordinate its activities with those of other appropriate state departments, public agencies, and authorities, and enter into any contracts with such departments, agencies, and authorities as may be necessary to carry out its duties, powers, and functions.
- 1.2 ORC § 5501.11(A)(4) states the department of transportation with respect to highways shall cooperate with the counties, municipal corporations, townships, and other subdivisions of the state in the establishment, construction.
- 1.3 The Director of Transportation, under ORC § 5521.01, is authorized to maintain State Highways, apply standard longitudinal pavement markings, and erect regulatory and warning signs on extensions of State Highways within the limits of a village.
- 1.4 The purpose of this Agreement is to establish the respective responsibilities of the parties with regard to the general maintenance of the 159 linear feet of sidewalk along the east side of S.R.48 in front of Parcel ID 1606450022, hereinafter referred to as the “sidewalk.”

2. OBLIGATIONS OF THE TOWNSHIP

- 2.1 The TOWNSHIP shall perform and be responsible for all general maintenance, repair and replacement as required of the sidewalk.

3. OBLIGATIONS OF THE STATE

- 3.1 ODOT agrees to grant any necessary permits to the TOWNSHIP to use and occupy the S.R. ~~48~~ right-of-way for purposes of general maintenance, removal of snow and ice, repair and replacement as required of the sidewalk.
- 3.2 ODOT shall have no responsibility to perform any general maintenance, repair, or replacement of the sidewalk including no responsibility to remove snow or ice on the sidewalk.

4. NOTICE

- 4.1 Notice under this Agreement shall be directed as follows:

Hamilton Township
7780 South State Route 48
Hamilton Township, Ohio 45039
Attn: Township Administrator

Ohio Department of Transportation
505 South SR 741
Lebanon, OH 45036
Attn: District Deputy Director

5. DEFAULT AND BREACH OF CONTRACT

- 5.1 Neglect or failure of the TOWNSHIP to comply with any of the terms, conditions, or provisions of this Agreement, including misrepresentation of fact, shall be an event of default, unless such failure or misrepresentation are the result of natural disasters, strikes, lockouts, acts of public enemies, insurrections, riots, epidemics, civil disturbances, explosions, orders of any kind of governments of the United States or State of Ohio or any of their departments or political subdivisions (EXCEPT THOSE REASONABLY FORESEEABLE IN CONNECTION WITH THE USES CONTEMPLATED BY THIS AGREEMENT), or any other cause not reasonably within the TOWNSHIP'S control. The TOWNSHIP, however, shall remedy as soon as possible each cause preventing its compliance with this Agreement.
- 5.2 If notified by ODOT in writing that it is in violation of any of the terms, conditions, or provisions of this Agreement, and a default has occurred, the TOWNSHIP shall have thirty (30) days from the date of such notification to remedy the causes preventing its compliance and curing the default situation. Expiration of the thirty (30) days and failure by the TOWNSHIP to remedy the default shall result in termination of this Agreement by ODOT.
- 5.3 Upon a termination of this Agreement sidewalk ODOT, ODOT shall conduct an inspection of the sidewalk to determine whether the sidewalk has been maintained in an acceptable condition. If the facility is not maintained to an acceptable degree and condition, then ODOT may take any measures necessary to maintain the sidewalk. The TOWNSHIP shall be held responsible for full restitution of all expenses incurred in maintaining the sidewalk.
- 5.4 No remedy herein conferred upon or reserved ODOT is intended to be exclusive of any other available remedy, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right or option accruing to ODOT upon any default by the TOWNSHIP shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by ODOT.

6. GENERAL PROVISIONS

- 6.1 The signing of the Agreement does not in any way abridge the right of the Director of Transportation in his jurisdiction over the state highway system. If, at any time, it becomes necessary, in the opinion of the Director of Transportation to order the removal, reconstruction, relocation, or repair of the sidewalk, said removal work shall be completed wholly at the expense of the TOWNSHIP, and be made as directed by the Director of Transportation.
- 6.2 This Agreement constitutes the entire Agreement between the parties. All prior discussions and understandings between the parties are superseded by this Agreement.
- 6.3 Neither this Agreement nor any rights, duties, or obligation described herein shall be assigned

by any party hereto without the prior express written consent of the other parties. Any change to the provisions of this Agreement must be made in a written amendment executed by all parties.

- 6.4 This Agreement shall be construed and interpreted, and the rights of the parties determined in accordance with the laws of the State of Ohio.
- 6.5 The District Deputy Director of District 8 shall have full authority to ensure the full compliance of the provisions of this Agreement.
- 6.6 The signing of the Agreement or the doing of any work thereunder shall constitute an agreement by the TOWNSHIP to comply with all of the conditions and restrictions written herein.
- 6.7 The TOWNSHIP shall be responsible for all suits, actions or claims of any character brought on account of any injuries or damages sustained by any person or property in consequence of any neglect or on account of any wrongful act or omission on the part of the TOWNSHIP as a result of the maintenance of said sidewalk.
- 6.8 The TOWNSHIP shall comply with the Air Pollution requirements of Rule 3745-17-08 of the Ohio Administrative Code Promulgated and enforced by the Ohio Environmental Protection Agency.
- 6.9 This agreement may be terminated by either party upon ninety (90) days written notice to the other party. Upon mutual written consent of the parties, this agreement can be renewed for periods of one year.

7. SIGNATURES

- 7.1 Any person executing this agreement in a representative capacity hereby warrants that he/she has been duly authorized by his/her principal to execute this agreement on such principal's behalf.

STATE OF OHIO
Department of Transportation

By: _____
Pamela Boratyn, Director

Date: _____

Hamilton TOWNSHIP

By: _____
Township Administrator

Date: _____
Hamilton TOWNSHIP

By: _____
, Township Trustee

Date: _____

Hamilton TOWNSHIP

By: _____
, Township Trustee

Date: _____



**Office of Human Resources
02/18/2026 Trustee Meeting**

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 roll part-time Firefighter Brian Bentley, effective 02/04/2026.
- Off roll full-time Firefighter Max Smith, effective 04/30/2026.
- Hire Jared Lykins as a Mechanic II in the Public Works Department at an hourly rate of pay of \$36.10, effective March 2nd, 2026.