



# **TRUSTEE MEETING AGENDA 2/3/2026**

**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 January 21<sup>st</sup> Board of Trustees regular meeting.
- Bills before the Board

## **Public Comments**

## **New Business**

### **Resolutions**

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

### **Motions**

- Amend the Hamilton Township Roster as Presented

## **Public Comments**

## **Fiscal Officer’s Report**

## **Administrator’s Report**

## **Trustee Comments**

## **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

January 21, 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 7<sup>th</sup> 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

## **Guest Speaker – Impact Group, Strategic Plan**

The Impact Group led a collaborative strategic planning process for Hamilton Township Fire Rescue for 2026–2029, engaging residents, staff, township leadership, and regional partners. Through focus groups and a SWOT analysis, the process identified priorities focused on managing growth, strengthening communication, supporting personnel, and ensuring long-term fiscal sustainability. The resulting plan, grounded in the department’s mission, vision, and core values, provides a clear roadmap organized around four strategic goals: planning for community growth, communication, culture and leadership development, and financial stewardship.

Chief Jewett noted that the Fire Department will begin introducing specific action items to the Board soon to implement the strategic plan. Several initiatives are already underway, including hosting Officer II training to support staff development, securing a FEMA grant for training, and identifying long-term capital needs, including evaluating whether an additional fire station will be necessary to meet future service demands as the township continues to grow.

**Public Comments**

Mr. Sousa opened the floor to public comments at 6:15 PM, with nobody approaching he closed the floor to comments.

**New Business**

**Resolution No. 26-0121A- Authorizing Sale of Ladder Truck to the City of Franklin**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0121A, a resolution authorizing a contract to sell a 2006 Sutphen Aerial Ladder Truck to the City of Franklin, Warren County Ohio for use by Franklin’s fire department.

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

**Resolution No. 26-0121B- Authorizing Rates for Non-dedicated Road Snow Removal**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0121B, a resolution establishing rates for public works services on non-dedicated/unaccepted roads and authorizing the Township Administrator to enter into agreements for such services.

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

**Resolution No. 26-0121C- Authorizing the Execution of a Petition for the Hamilton Township and City of Lebanon Joint Economic Development District**

Mr. Wright explained what a Joint Economic Development District (JEDD) is and how Hamilton Township benefits from a partnership of this nature. The proposed City of Lebanon JEDD would include a mix of residential, commercial, industrial, and park land located within Hamilton Township. The township would receive City of Lebanon income tax revenues generated by individuals living or working within the parcels included in the JEDD. The agreement would not apply to any existing Hamilton Township residential properties. Examples of properties included are the Tribute Apartments and an approximately 11-acre extension along Grandin Road. This agreement would create a new source of revenue for the township, and the Board would meet annually regarding the JEDD.

Mr. Sousa requested clarification on the inclusion of park land. Law Director Yoder explained that the JEDD requires 51 percent approval from affected businesses and townships, and the proposed boundaries were structured to meet that statutory requirement.

Mr. Cordrey expressed his excitement about the JEDD and noted that it will help reduce the burden on property taxes. Mr. Sousa stated he is pleased with the tax incentives and emphasized that this resolution represents only the first step in the overall JEDD process. Mr. Cordrey and Mr. Rozzi thanked township staff, both past and present, for their work on the agreement, noting it has been a lengthy process, and expressed appreciation to the City of Lebanon for its partnership.

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0121C, a resolution authorizing the execution of a petition requesting the inclusion of certain Township-owned property within the Hamilton Township – City of Lebanon Joint Economic Development District.

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

**Motion- Accepting 2025 Hamilton Township Highway Miles**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve the 2025 Township Highway System Milage Certification from the Ohio Department of Transportation.

Roll call as follows:    Mark Sousa                    Yes  
                                  Darryl Cordrey                Yes  
                                  Joe Rozzi                        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 comments at 6:31 PM, with nobody approaching he closed the floor to comments.

**Fiscal Officer's Report**

Fiscal Officer Elliott gave the end-of-the-year finance report:

Fund Status (as of December 2025)

- Township funds are approximately 98% utilized, excluding the public works facility.

- Indicates strong budget execution and close alignment between planned and actual spending.

### Budget vs. Actual Comparisons

The presentation includes 2025 Budget vs. Actual reviews (with 2024 context) for:

- General Funds departments
- Public Works Department
- Fire & EMS Department
- Police Department

### **Administrator's Report**

Administrator Wright gave the following updates:

- Replacement ladder truck is scheduled to return on February 6, in time for the push-in ceremony at Station 76 on February 7 at 1:00 p.m.
- Mounts Park project is moving forward; contractors have obtained permits and are expected to be on-site next week.
- Construction of the Public Works building is progressing, with the contractor beginning steel assembly and coordinating with other contractors on-site working on utilities.
- The Citizens Police Academy began last Monday and is off to a strong start.
- The Police Department successfully deployed the Bola Wrap device, providing officers with an additional non-lethal option for safely restraining individuals.
- Township is realizing a strong return on investment from its partnership with Beacon Orthopedics, with on-site services resulting in savings of tens of thousands of dollars.

### **Trustee Comments**

Mr. Cordrey and Mr. Rozzi asked the public to prepare for the upcoming snowstorm this weekend by moving vehicles off the roadway and into driveways to allow plow trucks to clear roads more efficiently and please be patient with the Public Works crew.

Mr. Sousa expressed his condolences to the family members of the Kings Local School District teacher who lost her life Monday in a car accident, as well as to the family of the gentleman who was also killed in the accident.

### **Executive Session**

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn into executive session at 6:49 p.m. in accordance with ORC 121.22(G)(8a) to discuss economic development, ORC 121.22(G)(3) to discuss pending or imminent court action, and ORC 121.22(G)(1) to discuss the employment of a public employee.

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

Mr. Sousa made a motion with a second from Mr. Cordrey to come out of the executive session at 7:38 p.m.

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

**Adjournment-**

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 7:38 PM.

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



**Office of Public Works  
2/3/26 Trustee Meeting**

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

**Motion 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.**

This allows the Township to enter into a contract with Warren County Engineers Office for a salt purchasing agreement to reduce the overall cost incurred to the Township when purchasing salt.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on February 3, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 26-0203A**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY  
ENGINEER’S OFFICE FOR THE PURCHASE OF ROAD SALT FOR THE 2026-2027  
SNOW SEASON**

**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 Board of Warren County Engineer’s Office for road salt for the 2026-2027 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 2026-2027 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:

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

Resolution adopted this 3<sup>rd</sup> 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 3, 2026.

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

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

## Memo

January 21, 2026

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

From: Kurt E. Weber, County Engineer

### **Re: Rock Salt Bid and Purchase Program for Warren County for 2026-2027 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 Friday, March 6, 2026, 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 early 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) 695-3306, Roy Henson at (513) 695-3310, or Tabitha Ryan at (513) 695-3336.

Thank you!



**Office of Chief of Police**  
**02/03/26 Trustee Meeting**

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

**Motion to approve Resolution 26-0203B, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.**

This property involves vehicles, which were recently impounded, and their titles signed over to the police department. Most of these vehicles were ‘totaled’ in car crashes, and/or the value of the vehicle exceeds the tow bill.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on February 3, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 26-02036B**

**A RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-  
USE PROPERTY IN THE POLICE DEPARTMENT**

**WHEREAS**, the Board of Trustees has certain property in its Police Department, which is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired;

**WHEREAS**, the property which the Board of Trustees has determined to no longer be needed for public use or to be obsolete or unfit for the use for which it was acquired is as follows:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2005	Ford	Freestyle	1FMDK06185GA68469
2021	RAM	1500	1C6RR6FG5MS506493
1995	GEO	Tracker	2CNBE18U4S6934305
2006	Toyota	Sienna	5TDBA23C66S076383

**WHEREAS**, the Board of Trustees has determined that the fair market value of the above listed items is not in excess of two thousand five hundred dollars (\$2,500.00)

**WHEREAS**, due to the determination of the value of the above-listed property, Section 505.10(A) (2) (a) of the Ohio Revised Code authorizes the Board of Trustees to sell the property by private sale, without advertisement or public notification.

**WHEREAS**, the Board of Trustees has determined that due to the nature of the above-listed items, disposal of that property by private sale is desirable.

**NOW THEREFORE BE IT RESOLVED**, that the above-listed property shall be sold, by private sale, without advertisement or public notification.

Mr. \_\_\_\_\_ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

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

Resolution adopted this 3<sup>rd</sup> day of February 2026.

Attest:

\_\_\_\_\_

Leah M. Elliott, Fiscal Officer

Approved as to form:

\_\_\_\_\_

Benjamin J. Yoder, Law Director

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on February 3, 2026.

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

\_\_\_\_\_

Leah M. Elliott, Fiscal Officer



**Office of Human Resources  
02/03/2026 Trustee Meeting**

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

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

- Promote Jordan Elzey to Police Patrol Sergeant, effective 02/01/2026; pay rate determined by current collective bargaining agreement.
- Off roll full-time Mechanic Adam Nunez, effective 02/06/2026.
- On roll full-time Police Officer Megan Easterday, effective 02/09/2026; pay rate determined by current collective bargaining agreement.
- On roll full-time Police Officer Keeley Salyers, effective 02/09/2026; pay rate determined by current collective bargaining agreement.