



# HAMILTON TOWNSHIP

## HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*  
Joe Rozzi – *Trustee*  
Mark Sousa – *Trustee*  
James Hunter- *Fiscal Officer*

7780 South State Route 48  
Maineville, Ohio 45039  
Phone: (513) 683-8520  
Fax: (513) 683-4325

**Township Administrator**  
Brent Centers  
(513) 239-2372

**Finance Coordinator**  
Ellen Horman  
Phone: (513) 239-2377

**Human Resources**  
Kellie Krieger  
Phone: (513) 239-2461

**Economic Development  
and Zoning**  
Alex Kraemer  
Phone: (513) 683-8520

**Public Works**  
Kenny Hickey – Director  
Phone: (513) 683-5360

**Police Department**  
Scott Hughes – Police Chief

7780 South State Route 48  
Maineville, Ohio 45039  
Phone: (513) 683-0538

**Fire and Emergency Services**  
Brian Reese – Fire Chief

69 West Foster-Maineville Rd.  
Maineville, Ohio 45039  
Phone: (513) 683-1622  
(513) 899-1967

## TRUSTEE MEETING AGENDA 3/4/2020

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the February 19, 2020 Township Trustee Meeting
- Bills before the Board

### Presentations

- Sheriff's Office 2019 Report– *Sheriff Sims*

### Public Comments

### Human Resources

- Cemetery deeds
- Job posting for Public Works Seasonal positions

### New Business

- Resolution 20-0304: Spectrum Resolution

### Fiscal Officer

### Administrator's Report

### Trustee Comments

### Executive Session

- In reference to O.R.C. 121.22 (G) (1), (2), and (3)
  - (G) (1): To consider the employment of a public employee
  - (G) (2): To consider the sale of property
  - (G) (3): Conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

### 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

February 19, 2020

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:30 pm. 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 February 5, 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 Payroll for pay cycle January 26, 2020 – February 8, 2020, Electronic Fund Transfer Direct Deposit Vouchers 1178665349 – 1178665412 and 1178665465 - 1178665468.

Roll call as follows:

Joe Rozzi	Yes
Mark Sousa	Yes
Darryl Cordrey	Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve the withholding payments for payment cycle January 26, 2020 – February 8, 2020, checks numbered 31702494 – 31702520.

Roll call as follows:

Darryl Cordrey	Yes
Mark Sousa	Yes
Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve billing invoices for payment cycle February 10, 2020 – February 14, 2020, checks numbered 81163 - 81172.

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes
Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve billing invoices for payment cycle February 17, 2020 – February 21, 2020, checks numbered 81173 - 81206.

Roll call as follows:

Darryl Cordrey	Yes
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Mark Sousa	Yes
Joe Rozzi	Yes

### **Presentations**

Major Arrasmith with the Warren County Drug Task Force presented the 2019 Annual Report and thanked Hamilton Township for the cooperation and support in this task force. A copy of the report can be picked up from the Police Department and can also be viewed on our Hamilton Township webpage.

Mr. Cordrey asked Major Arrasmith if the Task Force has noticed any trends in Hamilton Township to which Major Arrasmith responded that nothing stands out differently in comparison to the rest of the county.

Mr. Rozzi asked what Major Arrasmith sees happening in the next three to five years. Major Arrasmith explained that the Meth trend continues and they are not sure how long that trend will continue as they come and go. He believes this will keep up for the next few years at least.

Mr. Sousa asked how the agency grows over time and if they believe their size is large enough to meet the needs of the county? Major Arrasmith stated that if the Task Force numbers stay as they currently are, they are in pretty good shape. Unfortunately, the year-to-year is unknown.

The next presentation is for the swearing in of our newest full-time Firefighters. Chief Reese was unable to attend the meeting so he recorded a video message that was shared with the audience introducing our newest members and wishing them well. Mr. Kyle Hannigan joined our department in May 2019 as a part-time employee and comes from a family with a long history in Firefighting. He is a State Certified Paramedic and has already shown to be an integral part of our team.

Next is Mr. Spencer Bultman. Spencer joined our department part-time in 2017. He's been part of our fire tech program and was selected to participate in our EMT to Paramedic transition program. He is the first to complete the program, showing the benefits of it for Hamilton Township. Spencer has also received commendations for his exemplary work.

Our third Firefighter is Mr. Jason Brown. Mr. Brown joined our department part-time in December 2013. He was one of the first to be chosen for the experimental Fire Tech program and is highly recommended to attend our EMT to Paramedic transition program. We expect Jason to graduate later this summer. Jason has received several commendations for his work and was chosen as our 2017 Firefighter of the Year.

Chief Reese thanked the men for joining our family and for taking the Oath as a full-time Firefighter for Hamilton Township.

With that, Mr. Cordrey read the Oath of Office to all three men officially swearing them in as full-time employees with the Hamilton Township Fire Department. An applause was given by all.

### **Public Comments**

Mr. Cordrey asked Mr. Yoder to speak on the public hearing that will be held about Burger King.

Mr. Yoder mentioned that the township has gotten some feedback that some folks would like to comment on the Burger King application that will eventually be heard by the Trustees. We have public comments tonight and we don't want anyone to not have the ability to speak on their issues but there is a big difference between having public comment tonight verses having comments on the record later at the right hearing. So basically, if you want to give public comment but you want your voice to be heard as it pertains to Burger King, respectfully now is not the time to do it because it is not on the record and part of the transcripts for the file that the Trustees will be making their decision on. Once there is an official date for the hearing, that is the day that you want to show up and speak up so that the comments will be on the record and the Trustees can hear that. If it's done now, the Trustee's are not, by law, allowed to hear it.

Mr. Centers elaborated that we try to be very transparent and while this Burger King has taken all necessary steps through our zoning and through Warren County, we have not received any final renderings for the Board of Trustees to review. When we do get those renderings, a ten-day notice will be given to the residents via our website, social media, as well being posted here at our Administration Building.

Mr. Yoder re-iterated his statements above.

Inaudible comments from the audience were made.

Mr. Cordrey opened the floor to public comments at 7:10 pm.

No comments were made therefore Mr. Cordrey closed the floor to public comments at 7:10 pm.

### **Human Resources**

Human Resources Manager, Ms. Kellie Krieger, requested a motion to approve the following purchase within the Maineville Cemetery addition; Kevin Fitzgerald has requested Niche 4 in Columbarium A.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve of the above-mentioned cemetery purchase.

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

### **New Business**

#### **-Motion: Enter in an MOU for Public Works**

Mr. Hickey requested a motion for Hamilton Township to enter into a Memorandum of Understanding with Teamsters Local Union No.100. This Memorandum of Understanding is entered into by the Hamilton Township Board of Trustees and Teamsters Local Union No. 100, the Union representing a bargaining unit of Township Employees in the classification of Road personnel (i.e. Highway Worker I, II and Mechanic I, II) as certified by the Ohio State Employee Relations Board. The parties agree that effective, February 23, 2020, Josh Parker shall be moved to Step 2 and receive a wage rate of \$20.70 per hour. Furthermore, he shall progress to Step 3 effective January 1, 2021. It is agreed by all parties that Article 1 and Article 37 will be amended for the duration of the Agreement set to expire December 31, 2019.

Mr. Rozzi asked if this is just him moving forward?

Mr. Hickey replied that this will bring him up to match the other guys.

Mr. Cordrey asked if this is something we've done in the past?

Mr. Hickey responded with a yes.

Mr. Sousa and Mr. Hickey clarified that Mr. Parker has been with us for a little over a year.

Mr. Centers stated that he has done everything to move to the Service Worker 2 and has done it earlier than expected.

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into an MOU for the Public Works Department.

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

#### **-Motion: Large Purchase Order (Public Works)**

This purchase order is for the Joint and Rehabilitation for approximately 105 feet of a 96-inch reinforced concrete pipe around 6869 Striker Road. It is proposed to have 15 total joints rehabilitated with an 18-inch circumferential band line along with an invert lining from the 5:00 and 7:00 position for the entire length of the pipe. The budget impact will be \$34,475.00.

Mr. Hickey explained that we received a call from a resident about a large divot on Striker Road between Grandin Road and Miami Bluffs. There are sections of the pipe that overlay and lock together and those sections are separating. Instead of replacing the whole pipe itself we are asking to have National Gunite's to come in and seal each joint to the pipe which is cheaper than

replacing the entire pipe. The material is projected to last between 50-75 years. This will take around one day to the joints sealed this way whereas a replacement would take 4-6 weeks. Warren County has had great success with this process on other pipes.

Mr. Rozzi asked if we are coating the entire inside of the pipe? Mr. Hickey explained that it's almost like a concrete and it will coat the joints on the inside of the pipe.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the large purchase order for \$34,475.00 for a Joint and Invert Rehabilitation for Striker Road.

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

-Motion: Enter into contract with Spectrum for phone services

This allows the Township to enter into contract with Spectrum Business program for internet services for all Township facilities, a SIP Contract for phone services, and cable contract for cable services in the new Fire Station 76. These contracts will increase service capability while cutting our monthly costs. We pay \$3,633.63 per month for these services under the current contract. Following negotiations of the contract, we will pay \$1,749 per month for the same services with better capabilities. The budget impact will be \$1,749 per month plus the installation costs between all four of our departments.

Mr. Rozzi stated that we are saving approximately \$1,900.

Mr. Centers stated yes and that these are better services.

Mr. Hickey explained the mega-bite updates per department.

Mr. Sousa asked if we have options to increase this to a five year term. Mr. Centers explained that this is a five year term for internet. The phones are a three year term.

Mr. Cordrey made a motion to enter into contract with Spectrum for internet and phone services. There was a second from Mr. Rozzi.

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

-Resolution 20-0219: Lighting District Fund Transfer

This resolution authorizes an advance from the General Fund (1000) to the Lighting District Fund (2401). This just allows the money collected into the General Fund to be transferred into the Lighting District Fund for the Lighting District. There is no budget impact.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0219.

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

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

#### **-2019 Financial Statement Review**

Mr. Centers discussed the unaudited Financial Statements that were prepared by *HurstKelly LLC*. When the audit comes, that will be done from these documents. These documents are available on our website and can be viewed at the Administration Building during normal business hours.

Mr. Centers also explained our current Fiscal Report stating that we are 8% into the year. Our revenues in are 3.6%. Expenditures out are 12.2%. We see this at the beginning of nearly every year and that's because we don't get our first draw from the county until April. Once April hits that's when we will start seeing a balance.

### **Administrator's Report**

Mr. Centers highlighted that Chief Reese was appointed to the Ohio Fire Chief's Association Legislative Committee which is a big honor. He is able to give his opinion towards State Legislature which is a big deal.

We started planning for the Easter Egg Hunt so if anyone would like to volunteer, we have a sign-up sheet located on the back table as well as on our website and Facebook. On the website it is located under the events tab.

We have been working since August of 2018 to get a part of 22/3 between Stubbs Mill Rd. and Zoar Rd. named in honor of Mary and Lester Oeder. The process has been long and grueling. We asked if we could memorialize Zoar since it butts up to their property and respectfully Richard Oeder explained that the piece on 22/3 is very important to their family. February 18, 2020 was the committee meeting for the Transportation and Security Committee at the State House; State Representative Scott Lips testified as a sponsor testimony and Mr. Centers followed with a testimony and the Committee voted 12-0 to approve the memorial highway in front of Oeder's Lake and recommending that to the General Assembly for approval. Typically this would not be put on the General Assembly floor by itself so anything community related will be rolled into an

Omnibus bill. This is done a couple times a year so we think the next one will be November. Yesterday was a milestone.

Mr. Centers gave a general synopsis of the January 17, 2020 Trustee Retreat. A copy of the detailed meeting minutes is available on the back table of the meeting hall as well as on our website.

Mr. Cordrey commented on the Retreat stating that it was very valuable and there was good conversation. He also thanked the staff for the work that was put into the retreat.

### **Trustee Comments**

Mr. Sousa stated that he got the chance to see the new Fire Station with Chief Reese and due to the mild weather it's moving along great. The retreat was a good event and a ton of work went into it. Due to some feedback about the rearrangement of the last few meetings, maybe we can look at making adjustments for next year so more people can attend. He also expressed that his experience with OTA and the retreat and everything else, he believes that we are at a key point for resources and development for our Township.

Mr. Rozzi touched on the importance of recently passing the police and fire levies. Just during this meeting alone our first responders had 5 total calls. The community passing those levies was very important.

Mr. Cordrey asked where we were on the community center. Mr. Centers explained that the church gave a verbal go-ahead to draft up the legal documents so we will move forward on that.

### **Adjournment**

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:52 pm.

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



## LEGISLATIVE COVER MEMORANDUM

**Introduction:** March 4, 2020

**Effective Date:** Next available date

**Agenda Item:** **Resolution 20-0304**  
A RESOLUTION AUTHORIZING A POLITICAL SUBDIVISION TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM

**Submitted By:** Brent Centers

**Scope / Description:** This Resolution is memorializing the Motion approved at the previous Trustee's meeting to enter into contract with *Spectrum Business* for telephone and internet services. This Resolution is required in order to utilize the State Purchasing Program for these services.

**Budget Impact:** No direct impact by this Resolution.

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

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on March 4, 2020, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee  
Joseph Rozzi - Trustee  
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 20-0304**

**A RESOLUTION AUTHORIZING A POLITICAL SUBDIVISION TO PARTICIPATE  
IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM**

**WHEREAS**, Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

**WHEREAS**, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

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

**SECTION 1.** That Hamilton Township, Warren County hereby requests authority in the name of the Hamilton Township to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

**SECTION 2.** That the Administrator or designee is hereby authorized to agree in the name of the Hamilton Township, Warren County to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable

annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of Hamilton Township, Warren County participation in the contract. Further, that the Board of Township Trustees of Hamilton Township, Warren County does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

**SECTION 3.**

That the Administrator or designee is hereby authorized to agree in the name of the Hamilton Township, Warren County to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the Board of Trustees does hereby agree to directly pay the vendor.

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 4<sup>th</sup> day of March, 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 March 4, 2020.

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

\_\_\_\_\_  
James D. Hunter, *Fiscal Officer*