



# **TRUSTEE MEETING AGENDA 3/18/2026**

**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 March 4<sup>th</sup> Board of Trustees regular meeting.
- Bills before the Board

## **Public Comments**

## **New Business**

### **Resolutions**

- Resolution No. 26-0318A- Authorize Increase of Appropriations in the General Fund
- Resolution No. 26-0318B- Disposal of Obsolete Equipment in the Police Department
- Resolution No. 26-0318C- Authorizing Private Sale of Unneeded and Unfit-For-Use Property
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### **Motions**

- Amend the Hamilton Township Roster as Presented

## **Public Comments**

## **Fiscal Officer’s Report**

## **Administrator’s Report**

## **Trustee Comments**

**Executive Session** Motion to adjourn into executive session at \_\_\_\_ in accordance with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees

## **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

March 4, 2026

Trustee Board Chairman, Mark Sousa, called the meeting to order at 6:00 PM. 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 February 18<sup>th</sup> Board of Trustees regular meeting.

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

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

## **Swearing in Ceremony/Promotion**- Police Department

Chief Hughes welcomed three new officers to the Hamilton Township Police Department: Jeremy Richmond, Keeley Salyers, and Megan Easterday. Officer Easterday is a graduate of Clermont High School, is currently pursuing her bachelor's degree at the University of Cincinnati and previously served with the Goshen Township Police Department and the Village of Batavia Police Department. She was pinned by her father, Keith. Officer Richmond is a graduate of Elder High School, an Army veteran, and previously served with the Green Township Police Department. He was pinned by his son, Eli. Officer Salyers is a graduate of Miami University and holds a bachelor's degree in criminal justice from the University of Cincinnati. She was pinned by her father, Jon. Chief Hughes administered the oath of office, and the officers were pinned during the ceremony.

Chief Hughes also announced the promotion of Jordan Elzey to Sergeant. Sgt. Elzey has served with Hamilton Township since 2017 and has held roles as a School Resource Officer, Field Training Officer, and member of the Tactical Response Team. Prior to joining Hamilton Township, he served with the Franklin County Police Department. He was pinned by his sons, Henry and Owen.

**Public Hearing-** Create Joint Economic Development District with the City of Lebanon

Mr. Sousa opened the public hearing at 6:15 p.m. Law Director Yoder briefly explained the JEDD process and offered the opportunity for anyone wishing to provide testimony to take an oath; no one came forward.

Mr. Wright provided an overview of the proposed Joint Economic Development District (JEDD), explaining it is a partnership between a township and municipality to promote economic development and provide services within a defined area. The proposed JEDD would include underdeveloped properties near SR 48 and US 22/3, Towne Center Boulevard, and Grandin Road. The partnership with the City of Lebanon would support infrastructure improvements, including extending Towne Center Boulevard to Grandin Road, while encouraging light industrial development. Plans include development of an 11-acre industrial property with multiple buildings for potential new businesses. He noted that municipal income tax would only apply within the JEDD area and that the Township has met the public notice requirements for the hearing.

Trustees expressed support for the project, noting it will help fund infrastructure improvements, support economic development, and maintain quality services as the Township grows. The JEDD structure was described as a user-pay model where development contributes to infrastructure costs. Mr. Sousa closed the floor to the public hearing at 6:25 PM.

**Public Comments**

Mr. Sousa opened the floor to public comments at 6:25 PM; with nobody approaching he closed the floor to comments.

**New Business**

**Resolution No. 26-0308A, a resolution approving the contract to create the Hamilton Township – City of Lebanon Joint Economic Development District.**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0308A, a resolution approving the contract to create the Hamilton Township – City of Lebanon Joint Economic Development District.

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

**Resolution No. 26-0304B Authorizing Private Sale of Unneeded and Unfit-For-Use Property**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0218B, a resolution authorizing private sales of unneeded and unfit-for-use property in the Police Department.

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

**Resolution No. 26-0304C- Authorizing Transfer of Funds from General Funds to the EMS Billing Fund**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-26-0304C, a resolution authorizing the transfer from the General Fund (1000) to the EMS Billing Fund (2284) in 2026 and declaring an emergency.

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

**Resolution No. 26-0304D- Initiating Text Amendment Within the Zoning Resolution**

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0304D, a resolution initiation of certain text amendments to the official zoning resolution of Hamilton Township, Warren County, Ohio.

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

**Motion- Approve Purchase of a Cemetery Deed**

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the purchase of a cemetery deed as presented to the board.

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

## **Public Comments**

Mr. Sousa opened the floor to public comments at 6:34 PM; with nobody approaching he closed the floor to comments.

## **Administrator's Report**

Administrator Wright reported updates on several projects and public safety matters. Warren County Water & Sewer has begun preliminary work on a sewer lift station project near Fosters Mainville Road and Old 3C Highway, with a bridge closure expected later this summer for approximately 12–15 weeks. Work has also begun on the Mounts Park stabilization project.

Public Works completed in-house repairs to the salt dome after storm damage, saving the Township over \$4,300. Fire crews recently assisted with a mutual aid structure fire in Clarksville and conducted a water rescue on Stubbs Mills Road due to flooding. Residents are reminded not to drive through flooded roadways.

The Police Department reported that three juveniles have been charged in connection with the arson incident at Testerman Park. The Administrator then yielded the remainder of the report to the Chief of Police for additional announcements.

Police Chief Hughes reported that the department has met the 31 statewide standards established by the Ohio Department of Public Safety's Criminal Justice Services for agency accreditation. He announced that the department is the first in Southwest Ohio to achieve this recognition and will be formally acknowledged at an upcoming conference next month.

Chief Hughes also announced his retirement from law enforcement, effective in early May, after reaching ten years of service with the department this month. He shared that he will be pursuing opportunities in the private sector and expressed that this is an exciting transition. Assistant Chief Short has been selected to succeed him as Chief of Police.

## **Trustee Comments**

Mr. Sousa thanked the Police Department for their work in obtaining accreditation and congratulated Chief Hughes on the achievement. He expressed excitement for Chief Hughes' next chapter and looks forward to the upcoming transition ceremony as Assistant Chief Short assumes the role of Chief. He also thanked the City of Lebanon for its partnership with the Township through the JEDD, noting it will benefit the community.

Mr. Cordrey congratulated Chief Hughes and stated that being able to promote Assistant Chief Short to Chief is a testament to the strength of the department. He offered his thoughts and prayers to the family affected by the Clarksville fire, as well as the community and first responders involved. He also reminded residents to drive carefully due to recent heavy rainfall and encouraged them to stay updated on road closures by following the Township's social media. Lastly, he reminded residents about the Hop into Spring event on March 21 at Testerman Park.

Mr. Rozzi thanked Chief Hughes and Assistant Chief Short and expressed agreement with the comments made by the other Trustees.

**Adjournment-**

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 6:47 PM.

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



## **Administrator**

### **03/18/26 Trustee Meeting**

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

#### **Motion to approve Resolution 26-0318A- a resolution authorizing an increase in appropriations in the General Fund**

The increase in appropriations is required to implement the resolution passed at the previous meeting authorizing the transfer of funds from the General Fund to the EMS Fund for the transfer of the zoning truck.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on March 18, 2026, at 6:00 p.m. 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. \_\_\_\_\_ presented the following Resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO  
RESOLUTION NUMBER 26-0318A**

**A RESOLUTION APPROVING AN INCREASE IN TOWNSHIP APPROPRIATIONS IN  
THE GENERAL FUND- TRANSFER OUT TO RECONCILE BUDGETS FOR THE  
CALENDAR YEAR 2026**

**WHEREAS**, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order to reconcile budgets and appropriations for the calendar year 2026;

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

**SECTION 1.** The Fiscal Officer is hereby authorized and directed to increase the appropriations for the General Fund-Transfer Out, line item 1000-910-910-0000 in the amount of \$35,000.00 for the 2021 Ford F-150.

**SECTION 2.** This Resolution shall take effect on the earliest date allowed by law.

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

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

Resolution adopted this 18<sup>th</sup> day of March, 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 September 3<sup>rd</sup>, 2025.

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

\_\_\_\_\_

Leah M. Elliott, *Fiscal Officer*



**Office of Chief of Police**  
**03/18/26 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 26-0318B, a resolution authorizing disposal of unneeded and unfit-for-use property in the Police Department.**

This property consists of computers and radios that are obsolete and/or no longer functional. The items will be properly disposed of through specialized electronics recycling services provided by the Warren County Technology Services.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on March 18, 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 26-0318B**

**A RESOLUTION AUTHORIZING DISPOSAL 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:

<b><u>Make</u></b>	<b><u>Model</u></b>	<b><u>SERIAL NUMBER</u></b>
Motorola	MTS 2000	466AVS1406
Motorola	MTS 2000	466AVS1411
Motorola	MTS 2000	466AVS1412
Motorola	MTS 2000	466AVS1413
Motorola	MTS 2000	466AVS1414
Motorola	MTS 2000	466AVS1415
Motorola	MTS 2000	466AYE1910
Motorola	MTS 2000	466CFM0626
Motorola	MTS 2000	466CFM0627
Motorola	MTS 2000	466AUQ2475
Motorola	MTS 2000	466AYE1907
Motorola	MTS 2000	466AYE1908
Motorola	MTS 2000	466AYE1909
Motorola	MTS 2000	466AYE1911
Panasonic	CF-31	OFKSA12307
Panasonic	CF-53	3LTSA44331
Panasonic	CF-53	3LTSA44317
Panasonic	CF-53	3LTSA44147
Panasonic	CF-53	3LTSA44461
Panasonic	CF-53	3LTSA44343
Panasonic	CF-53	3LTSA44086

\*18 battery chargers, 52 batteries, 11 shoulder mics and 1-6 bank battery charger\*

**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)

**NOW THEREFORE BE IT RESOLVED**, that the above-listed property shall be disposed 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:

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

Resolution adopted this 18th day of March 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 March 18, 2026.

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

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



**Office of Chief of Police**  
**03/18/26 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 26-0318C, 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 March 18, 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 26-0318C**

**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>
2011	Honda	Accord	1HGCP2F67BA052739
2003	Ford	Ranger	1FTYR11U63TA41722
2008	Saturn	VUE	3GSCL33P38S508986

**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:

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

Resolution adopted this 18<sup>th</sup> day of March 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 March 18, 2026.

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

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



**Office of Human Resources  
3/18/2026 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:

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

- On roll Jack Erickson as full-time Planner / Code Enforcement Officer effective March 23, 2026; starting pay \$32.00/hour.
- Accept the retirement notice of full-time Chief of Police Scott Hughes and off roll from Hamilton Township effective May 8, 2026.
- Appoint Quillan Short to the position of full-time Chief of Police for Hamilton Township, effective May 9, 2026; and further move to approve the Employment Agreement between Hamilton Township and Quillan Short as presented with starting annual base salary of \$135,000.
- Approve a pay rate adjustment for Fire Chief Jason Jewett, bringing the annual base salary to \$129,463; effective March 29, 2026.
- Approve a pay rate adjustment for Assistant Fire Chief Daniel Berkebile, bringing the annual base salary to \$120,442; effective March 29, 2026.