

## Hamilton Township Trustee Meeting

April 17, 2024

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

Roll call as follows: Darryl Cordrey  
Joe Rozzi  
Mark Sousa

The *Pledge of Allegiance* was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal as the Official Meeting Minutes of the April 3, 2024, Trustee Meeting.

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

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

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

### **Public Comment**

Mr. Cordrey opened the floor to public comments at 6:01 p.m.

Mr. Brad Turner: Is there and stipulations within the Township for door-to-door solicitation?

Mr. Cordrey: There is a Vendor Permit resolution. All vendors must apply with Hamilton Township and keep the approved Hamilton Township Vendor Permit on each salesman. If they do not provide a permit, then residents should call the Hamilton Township Police Department.

Mr. Jeff Wright: We will provide the resolution on the Hamilton Township Facebook page and website. Since he has been the Administrator, the Police Department goes through the application thoroughly and has denied vendors.

Mr. Turner stated some of the companies that have been to his house recently.

Mr. Rozzi: Reiterates Mr. Cordrey's statement that vendors must always have a permit on them. He commented that in the past, some solicitors have been quite aggressive to homeowners.

Mr. Cordrey closed the floor to public comments at 6:05 p.m.

**New Business**

Motion- Motion to approve a Contract with Emergency Services Consulting International for the Fire Department

Chief Jewett: With the population growing, the Standards of Covers will do a deep dive analysis to see where the department is doing well, not doing well, cover future growth in the fire department, if another fire station should be added, location for Station 77, staffing and gap analysis to name a few. Overall, the evaluation will determine how we can provide better services to the community.

Mr. Rozzi: How long will the assessment be good for?

Chief Jewett: The company is projecting up to twenty years.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the approve a Contract with Emergency Services Consulting International for the Fire Department

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

Motion- Motion to approve purchase of a replacement Kubota Mini Excavator from Zimmer Tractor

Mr. Don Pelfrey: The trade-in is for a fifteen-year-old excavator that is used in the cemeteries, one of the most utilized pieces of equipment in the department. The equipment is showing foreseeable maintenance issues. With the Sourcewell discount and trade-in value for the current excavator and a John Deere mower, the new excavator will cost a little over \$34,000.

Ms. Leah Elliott: She is curious if the Township has considered renting the equipment versus buying.

Mr. Pelfrey: Typically, the rental prices are way over purchase cost. What has been beneficial is that the Township receives state bid contract discounts or with Sourcewell, we are getting equipment lasting fifteen to twenty years for substantially less than if we were to rent.

Ms. Elliott: So, we do not do any equipment rentals?

Mr. Pelfrey: We do on equipment that is not utilized a lot. Certain attachments or specialized pieces we will rent versus buy, and not have it sit if only being used three to four times a year.

Ms. Elliott: She is not exactly familiar with the Sourcewell discount. She asked Mr. Pelfrey if we bid the equipment out with other companies other than Sourcewell?

Mr. Pelfrey: Sourcewell is a cooperative purchasing and bidding company for governments, schools, and non-profit companies to utilize. This discount with Sourcewell is better than what the state contract offers.

Ms. Elliott: Questions if we need to look outside of Sourcewell with other bidders that could potentially beat their quote.

Mr. Pelfrey: He is willing to research different programs, but Sourcewell is commonly used by local governments.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve purchase of a replacement Mini Excavator from Zimmer Tractor

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

Motion- Motion to renew Depository Agreement with LCNB National Bank

Mr. Wright: The Township has its existing checking accounts with LCNB National Bank. We have had an agreement for some time with LCNB and the arrangement has been positive for the Township. The current five-year agreement expires on May 7, 2024, and LCNB has submitted a new Depository Agreement and an Account Analysis depicting the cost of services for competitive pricing. As the Board is aware, we deposit additional funds for long-term investments with additional institutions and advisors to be able to leverage our cash reserves for optimal investment income. Ellen Horman, our Assistant Fiscal Officer, is recommending that we renew our agreement with LCNB as our public depository for another five-year term.

Mr. Cordrey made a motion with the second from Mr. Rozzi to renew the Depository Agreement with LCNB National Bank.

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

Motion- Motion to approve the purchase of a cemetery deed.

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

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

Motion- Motion to approve a Change Order for the Marr Park Waterline Project

Mr. Wright: A 2024 Capital Improvement Project for the Township is to install 750 feet of water line at Marr Park and a fire hydrant on the new line for use at the fire training tower and a smaller yard hydrant at the adjacent community garden for residents to use. To plan for potential future park improvements in the coming decades, the decision was made to upsize the waterline to a six-inch diameter pipe. This could accommodate future improvements such as restrooms or a concession stand in the park. We recently were informed by the Warren County Water and Sewer Department that they have a requirement that a six-inch line requires that we also have a large, concrete meter pit and a backflow preventer installed. These two additions increase the contract amount by \$22,677.91.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve a Change Order for the Marr Park Waterline Project. The costs are being shared by our Fire Department, the Deerfield Township Fire Department, and our Park funds.

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

**Public Comments**

Mr. Cordrey opened the floor to public comments at 6:17 p.m., in which there were none.

### **Fiscal Report**

Ms. Elliott: Currently we are 25% throughout the year, the financial report showing we have received 8% of our anticipated budgeted revenue and 21% of received budgeted expenditures.

Ms. Elliott inquired if the Board budgets for the year or monthly.

Mr. Sousa explained that they budget yearly.

Ms. Elliott would like to present the financial statements, time permitting, deep diving into the larger funds. Explaining what the fund is, it represents, revenue that drives the fund, expenses, and trends over the year.

Mr. Cordrey agreed that Ms. Elliott should present the financial report however she feels fit.

Mr. Sousa said that he is not opposed but does not think that the report should get as granular of every individual fund due to departments having multiple funds and suggested sticking with the larger funds.

Ms. Elliot reminded the Board and residents that our state audit will begin in June and will be running for about 2 months.

### **Administrators Report**

Mr. Wright gave a presentation for the Administrator Report:

- Hamilton Township acknowledged as the 3<sup>rd</sup> Safest Community in Ohio
- Nicole Early- Southern Warren County Chamber Member of the Year Award
- Chief Hughes- Southern Warren County Chamber of Commerce Citizen of the Year Award
- Chief Jewett & Div. Chief Cormany- OFE Academy graduates
- Kroger/Towne Center Blvd Development – projects on pace

### **Trustee Comments**

Mr. Sousa: It is encouraging to see the progress at the Kroger development and the widening of State Route 48. Also, congratulations to the Police Department with the ranking of being third safest in Ohio and imagine it will attract future developers.

Mr. Rozzi: The Administrator report speaks volumes of how far Hamilton Township has come in the past 6 years while he has been a Trustee. The projects are long overdue for residents that deserve the best, with a staff that is dedicated to improving and serving the Township.

Mr. Cordrey: Kroger is really coming! The report that Mr. Wright presented shows why Hamilton Township is great, why we love living here. Applauds all who have helped the Township get where it is today.

### **Adjournment**

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 6:27 pm.

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