



TRUSTEE MEETING AGENDA 5/1/2024

6:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the April 17th Board of Trustees regular meeting.
- Bills before the Board

Public Comments-

Swearing-in Ceremony

- Police Officer Alexis Manning
- Police Officer Bryan Kennedy

Public Hearing

- 280 Dwire Road Rezoning
- Take 5 Oil Site Plan Review

New Business

Motions –

- Motion to authorize purchase of a Land Pride All-Flex mower.
- Motion to purchase a Cemetery Deed

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 ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *Vice Chair*

Mark Sousa – *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

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 3rd 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



Zoning and Planning Office
5/1/24 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 the PUD Stage 1 application for M/I Homes with the following conditions:

- 1. Comply with all regulations in the Hamilton Township Zoning Code.**
- 2. Meet the requirements of all Warren County partner organizations.**



Zoning and Planning Office
5/1/24 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 the site plan review application for Take 5 Oil Change with the following conditions:

- 1. Comply with all regulations in the Hamilton Township Zoning Code.**
- 2. Meet the requirements of all Warren County partner organizations.**



Office of Parks and Recreation

5/1/24 Trustee Meeting

The Parks Department has a need to replace an existing mower that is used approximately 640 hours per year in our Township parks. We purchased the Lastec WZ1000 mower in 2020 and after continued mechanical issues from the start, the manufacturer replaced it with a new Lastec mower in 2022. We have continued to see the same mechanical issues, including multiple deck, belt, PTO, wiring, radiator, and idler pulley issues with the replacement mower and it is estimated to have been out of service 75% of its life.

When the mower is out of service, we are required to run two smaller zero-turn mowers, with two crew members to perform the same work of one crew member running one mower. It also requires our mechanics to troubleshoot, resolve and/or coordinate warranty repairs each time there is a service issue.

Public Works and Parks Directors completed due diligence on the best value for an appropriate replacement piece of equipment. They found that a Land Pride All-Flex Mower model using the cooperative purchase program known as Sourcewell could be obtained with necessary additional equipment for \$25,642. This model can be attached to two different tractors that we currently own and performs a 16'8" cut. The local vendor, Zimmer Tractor has agreed to give the Township \$20,000 trade-in value for the existing 2022 Lastec mower. Thus, we are able to purchase the replacement mower for a total net price of \$5,642. We could not locate a local vendor that rents this or comparable type of equipment to compare costs. The parks supplies and materials 1000-610-490-0000 fund will support this purchase.

Motion to authorize the purchase of a Land Pride All-Flex mower from Zimmer Tractor in the total amount of \$5,642.00 after receiving trade-in value of \$20,000 for a 2022 Lastec mower.



461 BREADEN DR
 MONROE, OH, 45050
 Phone: (513) 539-0539

ZIMMERTRACTOR.COM

Invoice #	003-0
Date	4/24/2024
Time	10:52 AM

PO #:	
Document #:	003-22739
Due Date:	5/10/2024

Salesman:	Brian Petri
Ship Via:	
Terms:	Net 10th

HAMILTON TOWNSHIP (5136838520)		
7780 SOUTH RT 48		
MAINEVILLE	OH	45039
Contact:	HAMILTON TOWNSHIP, (513) 683-8520	

Wholegood Estimate

Reprint

Ship To:	

Item Number Description	Qty	Price	Amount	Disc	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
WG ON ORDER									
LANDPRIDE AFM4216- 16'8" WIDTH WITH 18" DECK TIRES, PULL TYPE ADJUSTABLE CLEVIS HITCH AND SAFETY TOW CHAIN	1.00	\$32,422.00	\$32,422.00		\$32,422.00		\$32,422.00		
WG ON ORDER									
TRADE LASTEC MOWER	-1.00	\$20,000.00	(\$20,000.00)		(\$20,000.00)		(\$20,000.00)		
WG ON ORDER									
315-370A- BALL SWITCH SWIVEL	1.00	\$205.00	\$205.00		\$205.00		\$205.00		
WG ON ORDER									
SOURCEWELL CONTRACT 070821-LP	-1.00	\$8,105.00	(\$8,105.00)		(\$8,105.00)		(\$8,105.00)		
WG ON ORDER									
FREIGHT INBOUND , DELIVERY, SET UP	1.00	\$1,120.00	\$1,120.00		\$1,120.00		\$1,120.00		

Printed:4/24/2024 7:26 AM



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Wholegood Estimate

Reprint

Ship To:	

Item Number	Description	Qty	Price	Amount	Disc	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
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Cash	Check/Check#	CC/CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Price on this sales quote is an estimate and is subject to being increased.
 Final pricing and applicable programs will be established at delivery.
 Order cancellation and refund of earnest money deposits are available in the event of a price increase between the date of the quote and the date of delivery.
 Special order equipment that are non-stocking items will not be eligible for refunds of deposits made on equipment.

Summary of Charges	
\$0.00	Taxable
\$5,642.00	Non-Taxable
\$5,642.00	Subtotal
\$0.00	Sales Tax
\$5,642.00	Total
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature	Date
--------------------	------

Exempt Tax Cert #:	
Expiration Date:	

Printed:4/24/2024 7:26 AM



**Office of Public Works
5/1/2024 Trustee Meeting**

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

Motion to approve the purchase of a cemetery deed as presented to the board.

- Cemetery Deed –
 - Mary Keeshan purchased Lot 626, grave (s) 8 in the Maineville Addition, deed number 2024-5

Budget Impact: N/A

Deed For Cemetery Lot

Rev. Code, Sects. 517.07,.14; 759.12,31

Deed Number. # 2024-5

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, Mark Sousa, Joe Rozzi, Darryl Cordrey, in the County of Warren and State of Ohio, for and in consideration of the sum of **\$ 1,200.00Dollars**, to us paid by Mary Keeshan Current Address: 7637 Sand Stone Trl. Maineville, Oh 45039, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

Mary Keeshan

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Addition : Lot: 626 Grave(s) 8** as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

Mary Keeshan

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules an regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this 1st day of May A.D. 2024

Signed and Acknowledged in presence of

in Warren County, Ohio.

**** The State of Ohio, Warren County, ss.**

Be It Remembered, That on this 1st day of May A.D. 2024 before me, the subscriber, a **Notary Public** in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.
