



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

TRUSTEE MEETING AGENDA 5/15/2024

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 May 1st Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 2024-0515A – Accepting of Hopewell Valley Section Seven (7) & Section Eight (8)
- Resolution No. 2024-0515B – Lighting District Compensation for Assistant Fiscal Officer
- Resolution No. 2024-0515C – Authorizing Entering into a Memorandum of Understanding with Warren County for the Limited Operational Testing and Maintenance of Fire Hydrants
- Resolution No. 2024-0515D – Authorizing Donation of Surplus Property in the Fire Department to the Great Oaks Fire Academy

Motions

- Appoint Administrator Jeff Wright and Planning & Zoning Director to the OKI Intermodal Coordinating Committee
- Authorize the purchase of a Kubota RTV from Zimmer Tractor
- Authorizing Contract with Warren County Engineer's Office for Re-striping Bid

Human Resources

Motions

- Approve the amendment of the Hamilton Township roster as presented
- Approve the 2024/2025 Township health benefits 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

May 1, 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

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 and accept the audio and visual recording as the Official Meeting Minutes of the April 17, 2024, Trustee Meeting.

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

Swearing-in Ceremony

Police Department: Chief Scott Hughes swore in the following:

Alexis Manning- Full-time Patrol Officer

Alexis graduated from Edgewood High School in 2016. She then enrolled at Miami University, where she played basketball and earned an Associate's degree. After college, she worked at the City of Middletown as a corrections officer.

In 2022, Alexis attended the Butler Tech police academy where she was elected Class Lieutenant and received the Brian Dulle Award. Alexis brings 1.5 years of police experience from the City of Middletown to our department.

Alexis was pinned as a full-time HT Police Officer by her mother, Lisa.

Bryan Kennedy- Full-time Patrol Officer

Bryan is a graduate of Clinton Massie High School. Following high school, Bryan attended Shawnee State University, where he played baseball. While home on summer break, he did a ride-along with a police officer and decided to pursue law enforcement as a career. He enrolled in the police academy in 2021 and graduated shortly thereafter. Upon graduating from the police academy, Bryan was hired as a Warren County Sheriff's Deputy and assigned to the Deerfield Township post. His former supervisors at the sheriff's office described Bryan as an excellent employee with a proactive work ethic.

Bryan was pinned as a full-time HT Police Officer by his mother, Nicole.

Public Comment

Mr. Cordrey opened the floor to public comments at 6:16 p.m.

Mr. Brad Turner: Questions any if there are in laws or resolutions about vehicles blocking sidewalks in homeowners' driveways.

Chief Hughes: There is a state law that prohibits blocking sidewalks in residential areas. He suggests that residents call the Hamilton Township non-emergency and make a report.

Mr. Turner: With the nicer weather, there are more golfcarts on the road, are they allowed?

Mr. Cordrey: You must have a legal vehicle on the roads, call the non-emergency number and the police department will address the situation.

Mr. Barry Fishman: President of Adena, Miami Bluffs HOA. Feathertrail dead-ends into a grassy knoll with Striker on the other side. There is an emergency gate there and people are parking when working on Striker. He questions if the Police Department can place a no-parking sign for 50 feet on both sides of the fence.

Mr. Don Pelfrey: The HOA is allowed to place signs on the Miami Bluff side of the gate; however, the other side is a right-of way.

Chief Hughes told Mr. Fisherman to call the non-emergency and an officer will assess the situation.

Mr. Cordrey closed the floor to public comments at 6:22 p.m.

Public Hearing – 280 Dwire Road, Maineville, OH 45039 Zoning Map Amendment

Ms. Cathy Walton, Planning and Zoning Director, presented the staff report for a zoning map amendment 347.4, located at 280 Dwire Road, Maineville, OH 45039. The Property Owner is

M/I Homes of Cincinnati. Amendment for the Comprehensive Land Use Plan is consistent with the purpose of zoning code. Also, amendment must be consistent with the Hamilton Township Use Plan and other development policies adopted by the board of Trustees. Applicant must justify zoning and show why it is best suited for the specific site based upon the policies of the township.

Legal Notice was published in the March 25, 2024, edition of *The Journal News*. Notice was mailed to all property owners within two hundred feet of the subject parcel. The applicant, Brent Wilkens, is requesting a zone change from R-1 Single Family Zone to R-4 Urban Residence District.

The zone change is intended to allow thirty-eight lots on the 16-acre property. Surrounding properties are zoned R-1 PUD and R-4 PUD. Future land use is deemed for rural residential, primarily for single family homes on 2-acre lots. The Warren County Regional Planning Commission heard this zoning amendment at their March 28th meeting and agreed it should be approved with conditions. Hamilton Township Zoning Commission heard this proposed development at their August 22, 2024, meeting. They voted 4-0 to approve a positive recommendation for the PUD Stage 1 Sketch Plan for the Cypress Pointe development with the conditions set forth by the WC Regional Planning Commission.

Mr. Cordrey invited the applicant forward to address the Board.

Mr. Wilkens: There goal is to make more of what is already there, matching the existing surrounding properties. He has talked with several of the neighbors and the HOA addressing their concerns. One of the greatest concerns is drainage issues that he has relayed to his engineering team and feels confident that their plan will alleviate that worry.

Mr. Cordrey asked Mr. Wilkens if he had been working with the Warren County Engineer's Office and if that is the reason for the two retention ponds in the plans.

Mr. Wilkens: The ponds are necessary given the natural relief. Based on feedback, they did start preliminary grading of the site to address pinch points where the water funnels toward other people's properties.

Mr. Rozzi: Will the architecture be similar to the surrounding properties?

Mr. Wilkens: Yes, the design will be like the MI Homes in the Rivercrest subdivision.

Mr. Cordrey invited those who opposed the zone change to come forward, in which there were none.

Mr. Cordrey invited those who were in favor or neutral to come forward.

Ms. Barbara Sourjohn: She is the HOA president for Fairways at Rivers Glen and has been in communication with Mr. Wilkens throughout the planning stage. She is excited and has high hopes for what is to come with the property.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve the PUD Stage 1 application from M/I Homes with conditions.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes

New Business

Motion- 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.

Mr. Pelfrey: The existing mower is a 2022 replacement after the initial mower had mechanical issues. The replacement shows the same issues, being out of service 75% of the time since in the possession of the Township. 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.

Mr. Cordrey confirms with Mr. Pelfrey that after trade-in the approximate out of pocket is close to \$5,600.

Mr. Pelfrey confirms with the 25% discount from Sourcewell and trade-in value.

Mr. Cordrey questioned Mr. Pelfrey about the longevity of the new equipment.

Mr. Pelfrey: He estimated the equipment to last up to 12 years if not longer.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the purchase of a Land Pride All-Flex mower from Zimmer Tractor.

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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:49 p.m., in which there were none.

Public Hearing – Take 5 Oil Change Site Plan Review

Ms. Cathy Walton, Zoning Director, presented the staff report for Site Plan Review for Take 5 Oil Change to construct a 1700 square foot commercial building located at 71 Towne Center Boulevard, Maineville, Ohio 45039. Take 5 Oil Change is a drive thru, quick oil change facility. They will offer stay in your car 10-minute oil changes, windshield wiper blade replacement, as well as engine and air filter replacement.

Mr. Cordrey invited the applicant to address the Board.

Ms. Brady Zackery has nothing to add to Ms. Walton's presentation.

Mr. Rozzi questioned the timeline for the building.

Ms. Zackery: Building will take place as soon as they secure permits and obtain an access road.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve the site plan application for Take 5 Oil Change with conditions.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes

Fiscal Report

Ms. Leah Elliott will give the April Financial Report at the next meeting being held on May 15, 2024.

Ms. Elliott stated that she met with Ellen Horman, Administrative Wright, and Red Tree Investments. In the upcoming weeks she will meet with Matt Nolan and take the Commercial Paper class.

Administrators Report

Mr. Wright gave a presentation for the Administrator Report:

- Ms. Horman is busy prepping for the 2025 Tax Budget and will be presented to the Board in July.
- The training tower and community garden hydrant and waterline are up and running at Marr Park.
- The Fire Department's recent recruit class was full and we are already seeing the dividends with part-timers and the reduction in overtime.
- Fishing With the 5-O is May 18th at Mounts Park
- Survey work is being conducted at Mounts Park by Stantec Engineering
- Public Works purchased road plates that will be used as the department replaces culverts, allowing fewer street closures.
- Warren County has submitted a revision of the Nunner Road closure

Trustee Comments

Mr. Cordrey: Asked the residents for patience as there is currently a lot of construction and much needed roadwork being done. He ensures that the bulk of the construction should be done by the end of the year.

Mr. Rozzi seconded Mr. Cordrey's comments.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:04 pm.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes



Office of Public Works
5/15/2024 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Public Works Director:

Motion to approve Resolution 24-0515A- a resolution accepting public streets for maintenance and setting speed limits on section seven and eight, in the Villages of Hopewell Valley Subdivision, Hamilton Township, dispensing with the second reading.

The Public Works Director and Warren County Subdivision Inspector performed an inspection of the above-mentioned sections, and created an extensive punch list of repairs that were needed before the Township would accept these two sections. There were forty-eight items on the punch list, including, almost a quarter mile of milling and repaving, multiple sections of curb and sidewalk to be replaced, replacement of ADA ramps, video all storm sewers, seal all pavement cracks, re-grout all catch basins, and install proper signage. After all work was completed, the Public Works Director performed another inspection and determined that all repairs had been performed to meet Warren County and Hamilton Township standards.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 15, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joseph P. Rozzi –Vice Chair, Trustee
Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0515A**

**A RESOLUTION ACCEPTING PUBLIC STREETS FOR MAINTENANCE AND
SETTING SPEED LIMITS ON SECTION SEVEN AND EIGHT, IN THE VILLAGES OF
HOPEWELL VALLEY SUBDIVISION, HAMILTON TOWNSHIP, DISPENSING WITH
THE SECOND READING**

WHEREAS, Warren County Commissioners have accepted the following streets in the Villages of Hopewell Valley subdivision and approved them for maintenance by Hamilton Township and Hamilton Township is accepting the same for maintenance Section Seven (7) and Section Eight (8) shown on the attached Exhibits.

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

SECTION 1. Hamilton Township accepts Section Seven (7) and Section Eight (8) as shown on the attached Exhibits of the Villages of Hopewell Valley subdivision for maintenance.

SECTION 2. The speed limit in Section Seven (7) and Section Eight (8) of the Villages of Hopewell Valley subdivision, Hamilton Township is hereby established at twenty-five (25) miles per hour.

SECTION 3. The Trustees of Hamilton Township, upon majority vote, do hereby dispense with the requirement that this Resolution be read on two separate days, and hereby authorize the adoption of this Resolution upon its first reading.

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:

Joseph P. Rozzi – Aye _____ Nay _____
Mark Sousa – Aye _____ Nay _____

Resolution adopted this 15th day of May 2024.

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 May 15, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*



April 30, 2024

Hamilton Township
Attn: Don Pelfrey
7780 South State Route 48
Hamilton Township, Ohio 45039

Re: The Villages of Hopewell Valley, Sections 7 and 8

Dear Hamilton Township,

Please be advised that the punch list items compiled by inspections for the above have been completed and inspected and found to be satisfactory per Warren County Engineer Regulations.

Your acceptance letter will allow this office to release bonds and turn the streets over for public maintenance.

Per Hamilton Township request, our office will e-mail a copy of the Survey Certificate and As-Builts (if required) to your office upon receipt as required prior to issuance of your acceptance letter.

Upon your Subdivision Inspector's report of our final review being acceptable and you concur then please send a letter or e-mail that you are willing to accept the street for public maintenance. In the same token we ask that the township forward any objections to our office within 30-days from the date of this letter.

Sincerely,

Neil F. Tunison, P.E., P.S.
Warren County Engineer

Jason Fisher
Subdivision Inspection

Cc: D. R. Horton, Attn: Mehdi Moazen (E-Mail only)
Hamilton Twp – Jeff Wright, Chrisie Hainey (E-Mail only)
Soil & Water – (E-Mail only)
File

WARREN COUNTY ENGINEER'S OFFICE

ADMINISTRATION and ENGINEERING
210 W Main St. Lebanon, OH 45036
Telephone (513) 695-3301 Fax (513) 695-7714

HIGHWAY MAINTENANCE, PERMITS, and INSPECTION
105 Markey Rd. Lebanon, OH 45036
Telephone (513) 695-3336 Fax (513) 695-3323

August 24, 2023

Mr. Neil Tunison, P.E., P.S.
Warren County Engineer
210 West Main Street
Lebanon, OH 45036

Re: Hopewell Valley, Section 7, Survey Certificate

Dear Mr. Tunison,

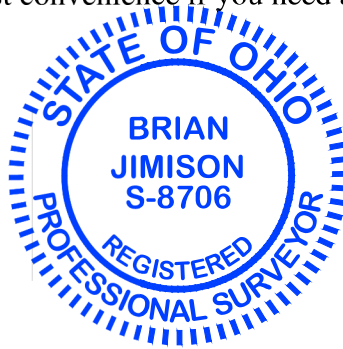
This letter is to confirm that all pins and monuments were set in October of 2021 in accordance with the record plat on file at the Warren County, Ohio Recorder's Office.

Please call or email at your earliest convenience if you need any additional information.

Sincerely,
McGill Smith Punshon, Inc.


9/19/2023

Brian Jimson, P.S.
Vice President



19637003-COU-CERT-LTR-Hopewell 7

August 24, 2023

Mr. Neil Tunison, P.E., P.S.
Warren County Engineer
210 West Main Street
Lebanon, OH 45036

Re: Hopewell Valley, Section 8, Survey Certificate

Dear Mr. Tunison,

This letter is to confirm that all pins and monuments were set in June of 2023 in accordance with the record plat on file at the Warren County, Ohio Recorder's Office.

Please call or email at your earliest convenience if you need any additional information.

Sincerely,
McGill Smith Punshon, Inc.



9/19/2023

Brian Jimson, P.S.
Vice President



19637003-COU-CERT-LTR-Hopewell 8

Project Manager RA
Drawn By NAK
DWG 19637004-ASB-00 SEC-7 BASIN
X-Ref(s) 19637004-BAS-00

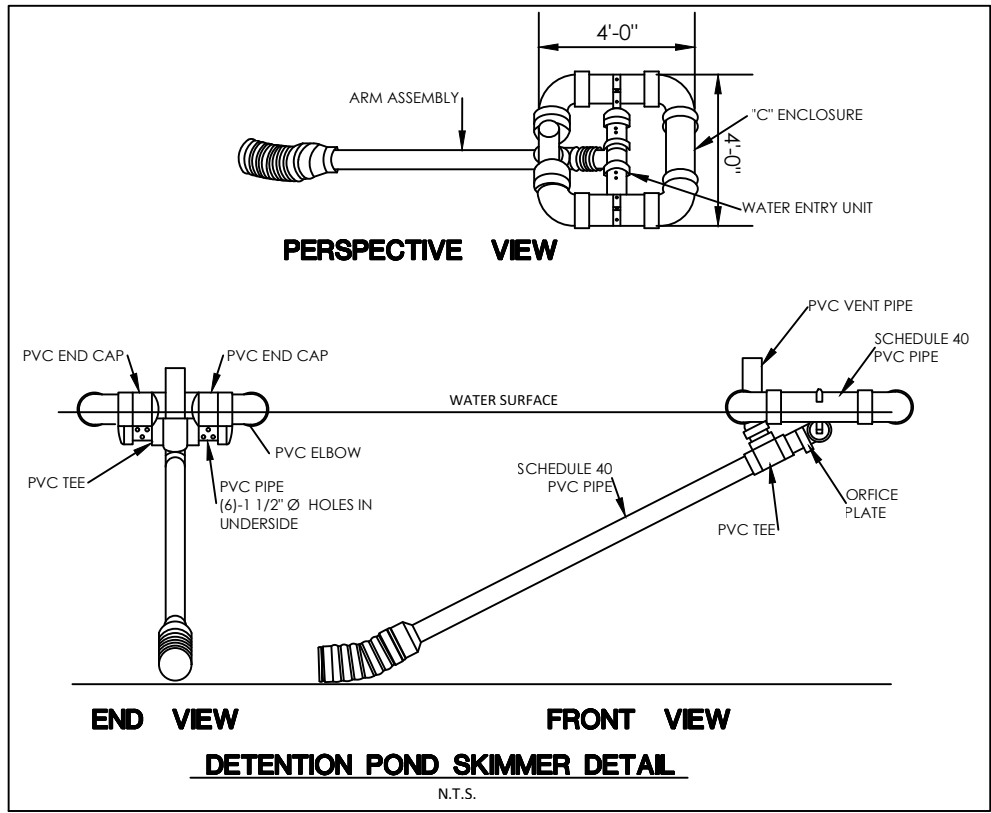
Issue/Revision	No.	Date
WARREN COUNTY STAFF COMMENTS	1	07/17/2020
WESTERN WATER COMMENTS	2	07/17/2020
WCEO ENGINEER COMMENTS	3	10/02/2020
WCEO ENGINEER COMMENTS	4	10/28/2020
BASIN AS-BUILT	5	03/12/2021

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THE VILLAGES OF HOPEWELL VALLEY - SECTION 8 - BASIN
Stage vs Storage vs Discharge

Elevation (ft)	Area (sf)	A1+A2+sqrt(A1*A2) (sf)	m	Volume Sum (cf)
683	6847	0	0	0
684	16313	33,729	11,243	11,243
685	21655	56,763	18,921	30,164
686	24389	60,648	40,432	51,675
687	26978	72,803	48,536	78,700
688	29676	80,968	53,979	105,654
689	32471	89,046	59,364	138,064

SKIMMER NOT INSTALLED
AS OF 03/12/21



STORM WATER
QUALITY BASIN
AS-BUILT
MARCH 2021

UNLESS OTHERWISE DESIGNATED ON THE RECORD PLAT, A TWENTY (20) FOOT WIDE DRAINAGE EASEMENT SHALL EXIST ALONG ALL COMMON REAR LOT LINES AND A TEN (10) FOOT WIDE DRAINAGE EASEMENT SHALL EXIST ALONG ALL COMMON SIDE LOT LINES. THE COMMON LINE BEING THE CENTERLINE OF SAID EASEMENT. UNTIL THE EXPIRATION OF THE PUBLIC IMPROVEMENT MAINTENANCE BONDING PERIOD, AS APPLICABLE, THE DEVELOPER (OR THEIR AGENT) RESERVES THE RIGHT TO ENTER UPON ALL LOTS TO ESTABLISH OR RE-ESTABLISH DRAINAGE SWALES WITHIN ALL DRAINAGE EASEMENTS, FOR THE PURPOSE OF CONTROLLING AND DIRECTING STORMWATER TO COLLECTION FACILITIES OR DRAINAGE CHANNELS.



THE VILLAGES OF HOPEWELL VALLEY
SECTION 7
SITUATED IN M.S. #520
HAMILTON TOWNSHIP
WARREN COUNTY, OHIO

Sheet Title
STORM WATER
QUALITY BASIN
AS-BUILT

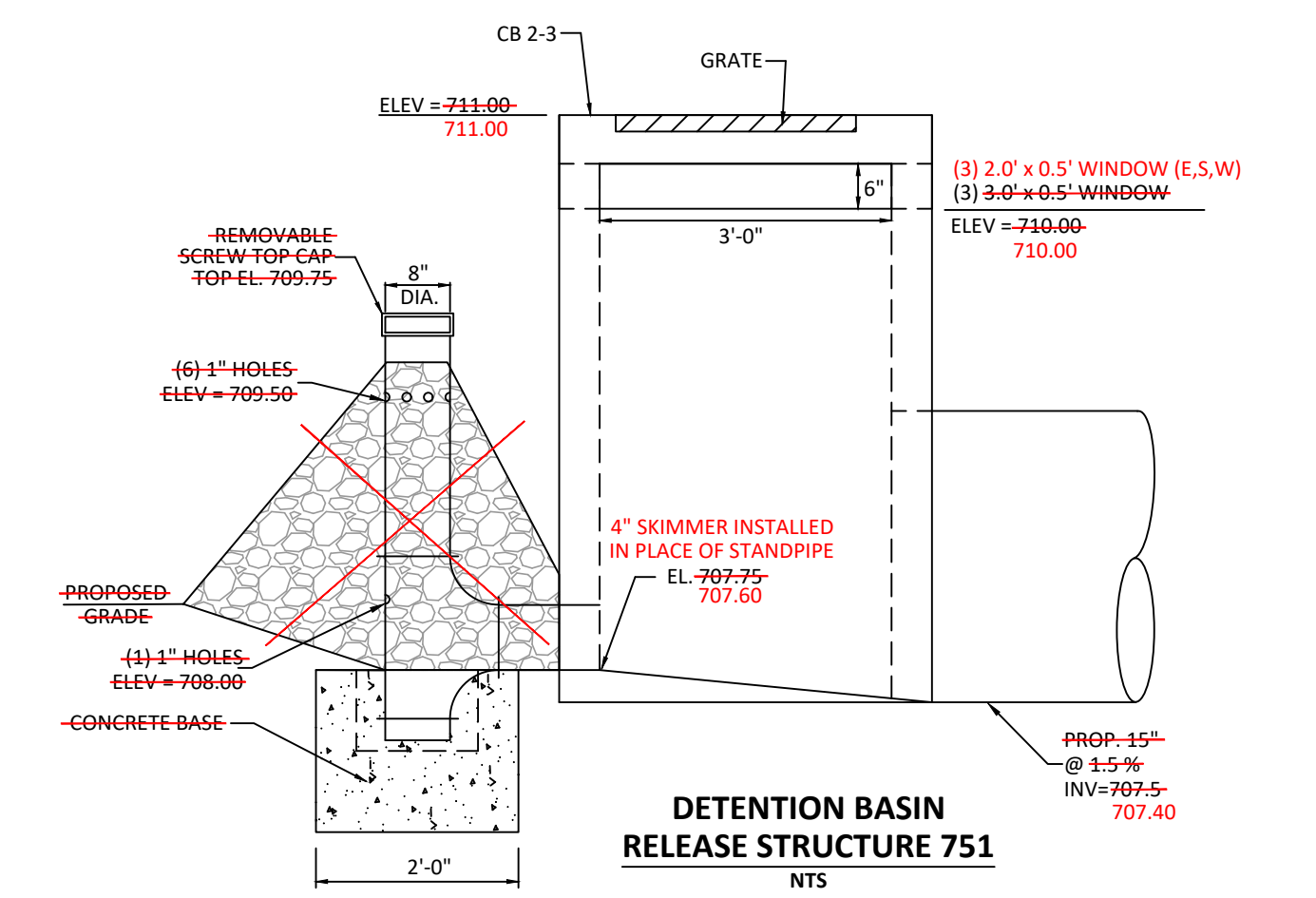
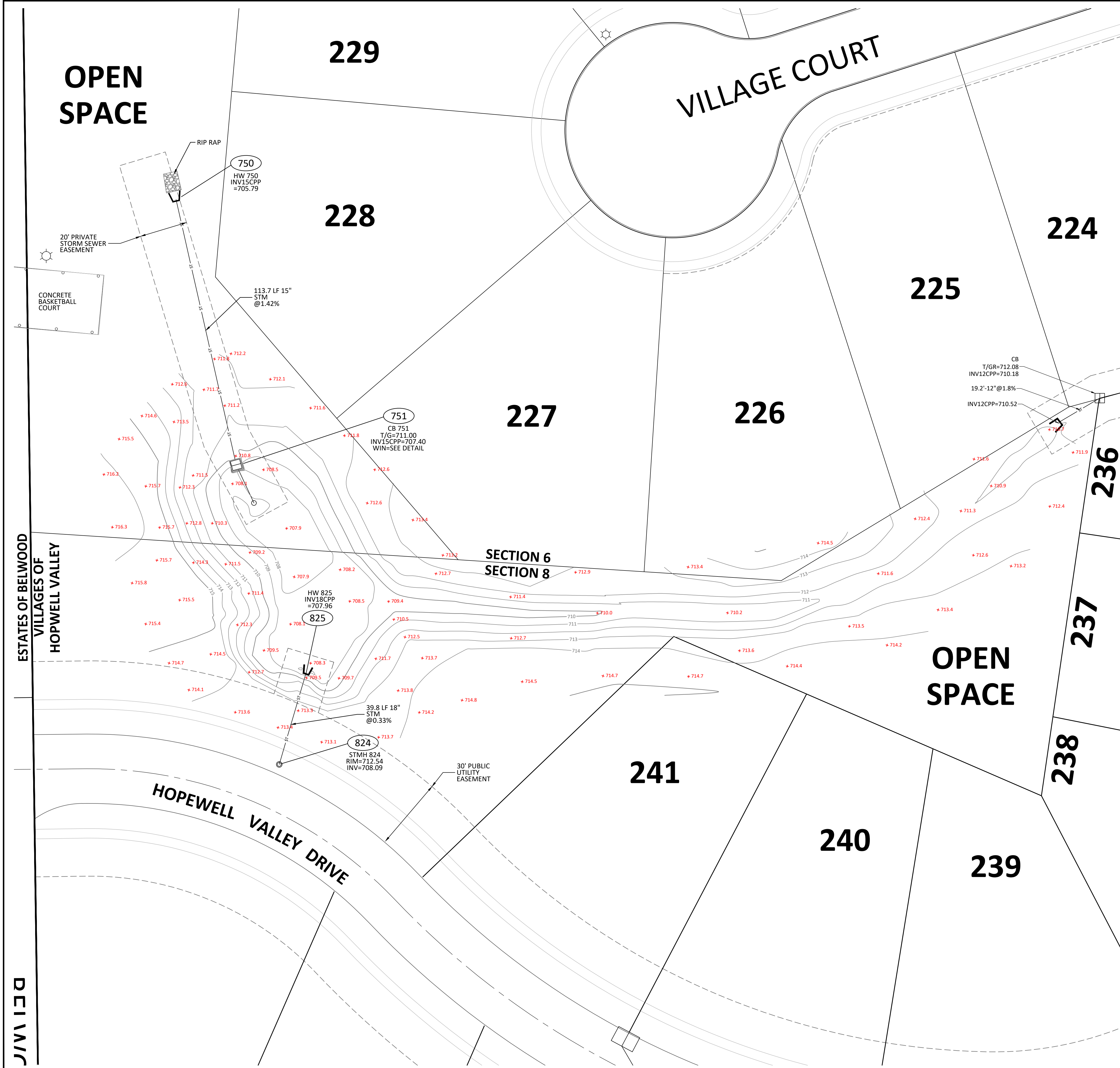
Project Number 19637.00
Drawing Scale 1" = 20'
Sheet Number 1/1
File Number 19637

CB RELEASE STRUCTURE
T/GR=687.76 688.09
INV48"CPP NW=681.50
INV12"RCP SE=681.45
WINDOW SE INV= 684.95, 2.1' X 6.0' 685.00, 2.43'x6.0'
WINDOW SW INV= 684.95, 2.1' X 6.0' 685.70, 2.43'x6.0'
WINDOW NE INV= 684.95, 2.1' X 6.0' 685.62, 2.43'x6.0'
WINDOW NW INV= 687.10, 0.4' X 4.7'

23.2 LF 48"CPP@0.6%
HDWL
INV48"CPP=681.36

THE BASIN VOLUME MEETS OR EXCEEDS THE
STORM WATER QUALITY VOLUME REQUIRED.

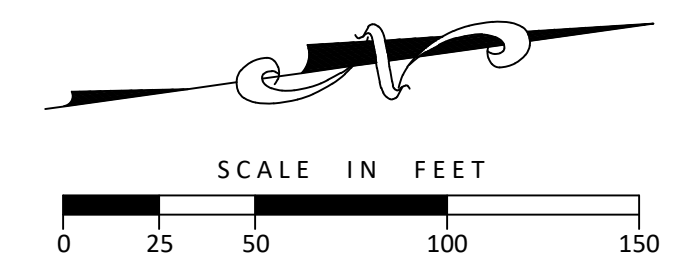




THE BASIN VOLUME MEETS OR EXCEEDS THE STORM WATER QUALITY VOLUME REQUIRED.



STORM WATER QUALITY BASIN AS-BUILT JANUARY 2021



MSP DESIGN
McGill Smith Punshon

■ Architecture 3700 Park 42 Drive
■ Engineering Suite 190B
■ Landscape Architecture Cincinnati OH 45241
■ Planning Phone 513.759.0004
■ Surveying www.mspsdesign.com

Project Manager RA
Drawn By NAK
DWG 19637004-ASB-00 SEC-8 BASIN X
X-Ref(s) 19637004-BAS-00

Issue/Revision	No.	Date
WARREN COUNTY STAFF COMMENTS	1	07/17/2020
WESTERN WATER COMMENTS	2	07/17/2020
WCEO ENGINEER COMMENTS	3	10/02/2020
WCEO ENGINEER COMMENTS	4	10/28/2020
BASIN AS-BUILT	5	03/19/2021

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THE VILLAGES OF HOPEWELL VALLEY
SECTION 8
SITUATED IN M.S. #520
HAMILTON TOWNSHIP
WARREN COUNTY, OHIO

Sheet Title
STORM WATER QUALITY BASIN AS-BUILT

Project Number 19637.00
Drawing Scale 1" = 20'
Sheet Number 1/1 2/7
File Number 19637



Office of Township Administrator

05/15/24 Trustee Meeting

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

Request a motion to approve Resolution 24-0515B, a resolution authorizing compensation to the Assistant Fiscal Officer Ellen Horman pursuant to O.R.C.515.12

The Township manages several lighting districts for streetlights within the sub-divisions.

The Ohio Revised Code (O.R.C.) allows the Township to pay an employee to manage these lighting districts as well as collect the revenue and pay any invoices related to the Lighting District annually. For managing the Lighting Districts, the O.R.C. allows us to compensate an employee \$.50 per lot located within the Lighting Districts. Annually the Board of Trustees authorizes payment to the Assistant Fiscal Officer, Ellen Horman, for this work which is outside of her normal duties and authorized by the O.R.C.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 15, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joe Rozzi – Trustee, *Vice Chair*

Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0515B**

**A RESOLUTION AUTHORIZING COMPENSATION TO ELLEN HORMAN
PURSUANT TO O.R.C. 515.12**

WHEREAS, Township has authorized and is maintaining several lighting districts; and,

WHEREAS, the Township Fiscal Officer and Ellen Horman, the Assistant Fiscal Officer, provide services in connection with computing and certifying the assessment for each lot in each lighting district each year; and

WHEREAS, O.R.C. 515.12 authorizes compensation of the Fiscal Officer and additional personnel who act on behalf of the Township Fiscal Officer to prepare certified notices for each lot or landowner in connection with the lighting district assessment; and

WHEREAS, Ellen Horman worked computing and certifying the assessments in addition to her regular duties as Assistant Fiscal Officer.

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

SECTION 1. That the Board of Trustees authorizes payments of Fifty Cents (\$.50) for each lot in each lighting district for which 2024 assessments, payable in 2025, were computed and certified as compensation for preparing and certifying assessments to each landowner, said payments to be made to Ellen Horman pursuant to O.R.C. 151.12.

SECTION 2. The actual cost of the Fifty Cents (\$.50) payment, together with other reasonable expenses incurred by the Township, will be assessed proportionately against each lot and shall be included in the cost of operating each lighting district.

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

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

Resolution adopted this 15th day of May, 2024.

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 May 15, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*



**Office of Fire Department
5/15/24 Trustee Meeting**

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Fire Chief:

Motion to approve Resolution 24-0515C- a resolution authorizing entering into a Memorandum of Understanding with Warren County for the limited operational testing and maintenance of fire hydrants.

A majority of the fire hydrants and hydrant valves in Hamilton Township are under the ownership of Warren County and serviced by the Warren County Water and Sewer Department. Although that Department puts forth a responsible effort to test and maintain the system, given that there are well over 1,000 hydrants in the Township, it is in the best interest of our residents and property owners for the Hamilton Township Fire Department to supplement the testing and routine preventative maintenance of the hydrants and valves.

It is common in suburban townships for the township fire hydrant to invest its labor to supplement the testing and maintenance of the valves and hydrants so that there is an increased efficacy and life expectancy of the items when they are needed in emergency situations. In fact, Warren County has similar MOU's in place with other townships in the County.

The MOU includes training and notification standards for flushing hydrants and includes requirements for the type of paint to be used for hydrant painting and that the Water and Sewer Department will supply painting supplies to the Fire Department.

The Board of Trustees of Hamilton Township, Warren County, Ohio, met at a regular session at 6:00 pm on May 15, 2024, in Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joseph Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 2024-0515C**

**A RESOLUTION AUTHORIZING ENTERING INTO A MEMORANDUM OF
UNDERSTANDING WITH WARREN COUNTY FOR THE LIMITED OPERATIONAL
TESTING AND MAINTENANCE OF FIRE HYDRANTS**

WHEREAS, a majority of the fire hydrants and hydrant valves located in Hamilton Township are under the ownership of Warren County and serviced by the Warren County Water & Sewer Department;

WHEREAS, it is in the best interest of the Hamilton Township Fire Department and its residents and property owners for the Hamilton Township Fire Department to supplement the testing and routine preventative maintenance of the hydrants and valves.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio hereby authorizes Hamilton Township, Warren County, Ohio to enter into a Memorandum of Understanding with the Board of Commissioners of Warren County, Ohio for the purpose of the Fire Department assisting the County by providing limited operational testing and maintenance of the County's fire hydrants and associated appurtenances connected to existing County waterlines in Hamilton Township.

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

Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 15th day of May, 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Leah 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 session on May 15, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*

MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY AND HAMILTON TOWNSHIP BOARD OF TRUSTEES

The Board of Commissioners of Warren County, Ohio (the "County") on behalf of the Warren County Water & Sewer Department, and the Hamilton Township Board of Trustees, on behalf of the Hamilton Township Fire Department (the "Fire Department"), or jointly the "Parties" or separately a "Party", hereby enter into this Memorandum of Understanding ("MOU"), effective immediately upon execution.

WHEREAS, the Parties desire to enter into this Memorandum of Understanding ("MOU") for the purpose of the Fire Department assisting the County by providing limited operational testing and maintenance of the County's fire hydrants and associated appurtenances connected to existing County waterlines in Hamilton Township.

UNTIL EITHER PARTY GIVES NOTICE OF REVOCATION, THE PARTIES AGREE AS FOLLOWS:

1. This memorandum authorizes the Fire Department to perform routine preventative maintenance and functional testing of the County's fire hydrants and hydrant valves. The terms of this MOU do not apply to the Fire Department's use of the County's hydrants for emergency response for fire protection.

All maintenance activities performed under this MOU shall be coordinated with the County. Prior to the start of work, the Fire District shall notify the Water Department of the intention to perform hydrant maintenance activities. The County shall review the request based on current water production rates, water distribution staffing levels, and frequency of water main breaks and provide prompt feedback to the Fire District. The Parties shall coordinate to develop a plan of activities that includes notification of customers, maps identifying watermain/valves/hydrants, name and contact of the employee in responsible charge, list of Fire District employees to perform the work, and confirmation that all employees performing the work are trained and knowledgeable regarding County hydrant maintenance. Upon approval of the plan, the County shall determine if representatives from the County need to be present to train, supervise, monitor and/or assist with activities. All work performed shall be recorded and tracked on Warren County Fire Hydrant Maintenance Forms include with this agreement as **Exhibit A**.

Due to the potential of damage to the distribution system and staffing requirements, flushing of hydrants shall not be performed on Fridays, Saturdays, or Sundays, or workdays prior to holidays. Should an emergency arise that affects the integrity of the County's water system, the Fire District will immediately cease all maintenance activities when notified by the County.

2. All hydrant maintenance activities shall be performed in accordance with County standards as outlined below.
 - a. Hydrant Operation Training – All Fire Department employees participating in maintenance activities shall receive field training before performing operation and maintenance on the County's hydrants. Training shall be administered by the County or by County approved instructors from the Fire Department. If training is performed by the Fire Department the County shall be provided the opportunity to participate. Training shall be performed annually or biannually as determined appropriate by the Parties.
 - b. Customer Notification for flushing – The Fire Department shall notify customers a minimum of 48 hours prior to performing hydrant flushing. Multiple forms of notification should be used to contact customers including door hangers, customer mailers, roadway signage, Water Department social media, Township/Fire Department social media, and contact with Homeowner Associations.

- c. Fire Hydrant Operation & Inspection – As inspections are completed all issues including operational problems, failed/inoperable hydrants, and needed repairs shall be documented on the Fire Hydrant Maintenance Forms and provided to the County for follow-up action.
 - d. Painting of Hydrants – Hydrants shall be prepared for painting and must be clean, dry, and free from rust. Paint shall be industrial grade resistant to cracking, peeling, and protects against sunlight, weather, rust, oil, gasoline, corrosive chemicals and wear up to 5 years in outdoor conditions. Painting system shall be an aerosol ultra high solids system with enamel finish and shall be Inhibitaure High Solids Paint by Continental Research Corporation. The color shall be Fire Hydrant Red SKU: 09172.
 - e. Maintenance of Hydrant Caps – Inspect caps, threads, chains, and O-ring gaskets. Clean the treads with a wire brush and lubricate with an NSF Standard 61 approved graphite-based lubricant. Caps should be tightened slightly more than hand tight.
 - f. Inactive Hydrants – Hydrant rings fabricated from UV and weather resistant HDPE plastic with the wording “OUT OF SERVICE” shall be installed on the 4.5-inch pumper connection of inactive hydrants. Licensee shall contact the Water Distribution Superintendent within 1 working day upon the discovery of an inactive hydrant. All work associated with the repair of inactive hydrants shall be performed by the County or their designee.
 - g. Supplies – The County shall provide the Fire Department with paint, sanding supplies, wire brushes, lubrication supplies, out of service signs, metering equipment, and valve keys.
3. No other operation and maintenance activities not listed herein shall be performed by the Fire Department. These activities include, but are not limited to, excavation, flow testing, removal, disassembly, and/or rebuilding of fire hydrants.
4. This MOU may be revoked by either Party at any time without cause.

Pursuant to Board Resolution No. _____,
dated _____.

**BOARD OF COMMISSIONERS
OF WARREN COUNTY, OHIO**

By: _____
Name: Martin Russell, County Administrator
Date: _____

Recommended by:

Chris Brausch, Director of Warren County
Water & Sewer Department

Approved as to form by:

Assistant Prosecutor

Pursuant to Board Resolution No. _____,
dated _____.

HAMILTON TOWNSHIP

By: _____
Name: Jeff Wright, Administrator
Date: _____

Recommended by:

Jason Jewett, Fire Chief

Approved as form by:

Law Director/Legal Counsel

EXHIBIT A

WARREN COUNTY WATER & SEWER

HYDRANT ID NUMBER:		DATE:	
LOCATION:		INSPECTOR:	
MANUFACTURE:		CONTACT NO:	
MODEL NO:			
HYDRANT YEAR:			
HYDRANT INSPECTION:	YES	NO	NOTES
Hydrant is visible, accessible, and free of obstructions. All vegetation, landscaping, and other obstructions are sufficiently clear to operate the hydrant.			
Top of Hydrant is not leaking when hydrant is on.			
Cap gaskets are not leaking when hydrant is on.			
Hydrant barrel is in good condition without cracks or deep corrosion.			
Operating nut is not worn and does not have rounded corners.			
Outlet threads are not damaged.			
Outlet caps are secured slightly more than hand tight.			
Hydrant drains properly.			
HYDRANT MAINTENANCE:	YES	NO	NOTES
Outlet threads are clean and greased.			
Hydrant required painting.			
HYDRANT TESTING:	YES	NO	NOTES
Hydrant operates properly.			
Complete rotations to fully open:			
Static Pressure (psi):			
Approximatley amount of water flushed through hydrant (Gallons).			
HYDRANT VALVE:	YES	NO	NOTES
Valve box is at proper grade & not damaged.			
Valve box is clear of debris			
Operating nut is accessible			
Valve operates properly			
COMMENTS/NOTES:			



Office of the Fire Chief
05/15/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Fire Chief

Motion to approve Resolution 24-0515D- a resolution authorizing donation of surplus property in the Fire Department to the Great Oaks Fire Academy

The Fire Department has agreed to donate the following expired items to the Great Oaks Fire Academy to use in non-live fire training:

- 2 Turnout Coats
- 1 Turnout Pants
- 6 Fire Hoods
- 7 Pairs of Fire Gloves
- 1 Pair of Fire Boots

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 15, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0515D**

**A RESOLUTION AUTHORIZING DONATION OF SURPLUS PROPERTY IN THE
FIRE DEPARTMENT TO THE GREAT OAKS FIRE ACADEMY**

WHEREAS, the Board of Trustees has certain property in its Fire Department, which is no longer needed due to expiration, 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:

**2 Turnout Coats
1 Pair of Turnout Pants
6 Fire Hoods
7 Pairs of Fire Gloves
1 Pair of Fire Boots**

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)(7) of the Ohio Revised Code authorizes the Board of Trustees to donate the property;

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

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be donated, 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 _____

Resolution adopted this 15th day of May, 2024.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Leah 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 May 15, 2024.

Date: _____

Leah M. Elliott, Fiscal Officer



Administrator - 5/15/24 Trustee Meeting

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

Motion to appoint Jeff Wright as the Hamilton Township representative to the OKI Regional Council of Governments Intermodal Coordinating Committee and Cathy Walton as the alternate representative.

The Ohio Kentucky Indiana Regional Council of Governments (OKI) is the federally designated Metropolitan Planning Organization for the greater Cincinnati region. As such, it is responsible for planning the transportation projects and priorities in the region. In addition to the metropolitan transportation plan, it also is the organization that holds regional land use, water quality, air quality and greenspace planning and initiatives.

Another important function of OKI is that it receives federal and state funding for various types of roadway and pedestrian projects that it allocates to local governments to assist funding of local projects. Mr. Cordrey asked me to determine if Hamilton Township could request and receive a seat on one of the OKI boards. OKI staff agreed that Hamilton Township could receive an At-large seat on its Intermodal Coordinating Committee (ICC) with Cathy Walton and my experience in transportation and land use planning. The ICC meets monthly at the OKI offices and serves as the Technical Advisory Committee to the OKI Executive Committee/Board of Directors. The ICC reviews and advises on the region's Transportation Improvement Plan and other regional planning and quality improvements. It is helpful to have a seat at this table for future funding of transportation projects.



Office of Parks and Recreation

5/15/24 Trustee Meeting

The Parks Department has a need to purchase a new RTV that will be used in our daily park operations. This RTV will replace an aging golf cart that was donated to us by HTPD years ago. The golf cart is currently used for tasks such as spraying walk trails, driveways, and fence lines for weed control on “off-road” conditions that exist on our trail systems and driveways at all of our parks; the golf cart is not intended for such uses.

Public Works and Parks Directors completed due diligence on the best value for the purchase of a new RTV. They found that a Kubota RTV model using the cooperative purchase program known as Sourcewell could be obtained with necessary additional equipment for \$11,284.83. The local vendor, Zimmer Tractor has agreed to give the Township \$650.00 trade-in value for an out of service 1990’s T1600 lawn tractor and \$1,500.00 trade-in value for the golf cart. Thus, we are able to purchase the new RTV for a total net price of \$9,134.83. There would not be a cost benefit to the Township to rent this item due to its daily use and average monthly rental price exceeding the purchase price in just a 10-month period. This is a 2024 budgeted capital expense from the machinery and equipment 1000-760-740-0000 fund.

Motion to authorize the purchase of a Kubota RTV from Zimmer Tractor in the total amount of \$9,134.83 after receiving trade-in value of \$2,150 for a golf cart and lawn tractor.



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

ZIMMERTRACTOR.COM

Invoice #	003-0
Date	5/8/2024
Time	8:18 AM

PO #:	176-2024
Document #:	003-21365
Due Date:	6/10/2024

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									
RTV520D-AS	1.00	\$12,199.00	\$12,199.00		\$12,199.00		\$12,199.00		
WG ON ORDER									
PLASTIC CANOPY K7311	1.00	\$282.61	\$282.61		\$282.61		\$282.61		
WG ON ORDER									
SET UP FREIGHT PDI, ECT	1.00	\$1,549.17	\$1,549.17		\$1,549.17		\$1,549.17		
WG ON ORDER									
SOURCEWELL DISCOUNT	-1.00	\$2,745.95	(\$2,745.95)		(\$2,745.95)		(\$2,745.95)		
WG ON ORDER									
TRADE T1600 KUBOTA ZTR	-1.00	\$650.00	(\$650.00)		(\$650.00)		(\$650.00)		
WG ON ORDER									
TRADE EZ GO GOLF CART	-1.00	\$1,500.00	(\$1,500.00)		(\$1,500.00)		(\$1,500.00)		

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
\$9,134.83	Non-Taxable
\$9,134.83	Subtotal
\$0.00	Sales Tax
\$9,134.83	Total
\$0.00	Amount Tendered
\$0.00	Change Due

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

Exempt Tax Cert #:	
Expiration Date:	

Printed:5/8/2024 3:48 PM

Page 1 of 1 Pages



Office of Public Works

5/15/2024

Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Public Works Director:

Motion to authorize a contract with the Warren County Engineers Office for re-striping center lines, edge lines, stop bars, lane arrows, crosswalks, etc. on Main Roads throughout the Township.

This allows the Township to enter into a contract with the Warren County Engineers Office for a purchasing agreement to reduce the overall cost incurred to the Township when re-striping our roads. This hasn't been performed on many of our roads for 7-8 years. Aero-Mark Company LLC was awarded the bid, and the Hamilton Township portion would be \$51,290.69. We are asking that this be paid from the incumbent Permissive Motor Vehicle License Tax account which currently has \$538,988.68.



Office of Human Resources
05/15/2024 Trustee Meeting

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.

- Off roll Tyson Farlaine in the Fire Rescue department effective May 6, 2024.
- On roll Brylan Williams as part-time Firefighter/EMT effective May 26, 2024.

Motion to approve the 2024/2025 Township health benefits as presented.

- Medical insurance to continue with Jefferson Health Plan with UMR as the carrier
 - 3% premium renewal rate increase. Renewal originally came in with a 7.13% increase, but with negotiations was able to reduce to a 3% rate increase. This is a savings of \$52,000 in rate premium Township overall.
- Dental insurance to continue with Superior Dental Care
 - 0% premium renewal rate increase
- Vision insurance to continue with EyeMed
 - 0% premium renewal rate increase
- Basic Life, AD&D and LTD insurance to continue with One America
 - 0% premium renewal rate increase
- Township HSA contribution to increase 6.6% in accordance with collective bargaining agreements (CBA)
 - IRS required a 6.6 % increase to HDHP deductibles in 2024. As outlined in the CBA, Township HSA contributions are based on the plan deductibles.
- Voluntary benefit carriers to remain the same with One America and Aflac