



TRUSTEE MEETING AGENDA 5/21/2025

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 7th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 25-0521A – Resolution No. 25-0521A- Declaring 8054 Hopkins Road a Nuisance
- Resolution No. 25-0521B- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Motions

- School Revenue Sharing Payments for Kroger TIF
- Approving Purchase of a Cemetery Deed
- Renew Employment Agreement with Chief Scott Hughes

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)(2) to discuss the sale or leasing of property.

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

Joseph Rozzi – *Board Chair*

Darryl Cordrey– *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

May 7, 2025

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

Roll call as follows: Joe Rozzi
Darryl Cordrey
Mark Sousa

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the clerk's journal as the Official Meeting Minutes of April 16, 2025, Trustee Meeting.

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

A motion was made by Mr. Rozzi, 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

Guest Speaker: Jason Dunlap, ICRC-TV

Jason Dunlap and Tim Neumann presented a proposal to address outdated and piecemealed A/V equipment in the Trustee meeting room, which is critical for quality recordings and broader public access beyond Facebook Live.

They recommended Hamilton Township join the Intercommunity Cable Regulatory Commission (ICRC), a group of 22 communities offering professional video production, equipment, and media support. Membership would:

- Improve meeting and event coverage
- Expand outreach via cable, web, and streaming
- Provide access to shared equipment and cloud storage
- Offer internships and school partnerships

Tim Neumann noted he's worked successfully with Administrator Wright in other townships. The Township would incur no direct cost—funding comes from cable provider user fees, with 40% directed to ICRC.

Public Hearing- 0 Grandin Road. Rezone

Law Director Ben Yoder explained the procedures and guidelines the Board would use to reach a decision during the hearing. He asked any person wishing to offer testimony or speak during the hearing to raise their right hand; an oath was administered.

Cathy Walton presented a rezoning request for 59.66 acres at 0 Grandin Road on behalf of Beavercreek Development, LLC. The proposal seeks to rezone the site from M-1 Light Industry to a Planned Unit Development (PUD) consisting of 123 single-family residential lots (R-3) and two industrial lots (M-1). The site includes three proposed roadway connections and is adjacent to the Arbors at Grandin Pond development.

While the request aligns with aspects of the Hamilton Township Land Use Plan, the current Future Land Use Map designates the area for industrial/office use. Despite this, the Hamilton Township Zoning Commission and Regional Planning Committee recommended approval with conditions related to traffic, stormwater, landscaping, phasing, and zoning compliance.

Ed Farruggia, representing the applicant, noted the request is limited to rezoning and clarified that previously prohibited items such as pools and playsets would be allowed. Mr. Sousa requested that the HOA, not the rezoning resolution, decide on such matters. Mr. Yoder proposed changes to Exhibit A, including allowing specific recreational items, clarifying open space and building height standards, and limiting the initial number of homes with a single access point.

A neighboring resident expressed concerns about the impact on the school system and loss of wildlife if the rezoning is approved.

Public Comments

Mr. Rozzi opened the floor to public comments at 7:13PM.

Mr. Brad Turner thanked Inspector Sanders for removing signs along the streets throughout the township. He asked Fire Chief Jewett about address markers used in another township. Chief explained that he would look into adding that service but now the department has a program for green reflective address signs for residents. Also, with no cost battery changes for smoke detectors, free smoke detectors and installation (up to two at a time), and other services available for viewing online, all depending on staffing.

Mr. Steve Blow and the Board discussed the annexation procedures if South Lebanon sought to annex the new development approved on Grandin Road.

Mr. Keith Osterbrock raised concerns about hacking and reiterated the importance of ensuring the safety of residents, both young and old, when using ICRC in the future.

After nobody else came forward, Mr. Rozzi closed the floor to public comments at 7:33 PM.

New Business

Resolution No. 2025-0507A- Approving Zone Change for 0 Grandin Rd from M-1 Light Industry Zone to R-3 Multi-Family and M-1 Light Industry Planned Unit Development (PUD)

Board members expressed that, although this is the first residential development considered during their terms, they believe it represents the most appropriate use for this parcel. While commercial development is generally preferred, they noted that the types of commercial uses likely to occupy the site would generate less tax revenue for both the township and the local school district.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 25-0507A, a resolution to approve the zone change from M-1 Light Industry Zone to R-3 Multi-Family and M-1 Light Industry Planned Unit Development (PUD) for the property located at 0 Grandin Road., Hamilton Township, Warren County, Ohio 45039 (parcel 1605100015).

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

Resolution No. 2025-0507B – Establishing Hamilton Pointe TIF Fund

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve Resolution 25-0507B- a resolution establishing the Hamilton Pointe Tax Increment Financing Fund (Fund No. 2902).

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

Resolution No. 2025-0507C – Agreement to Join ICRC Council of Government

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 25-0507C, a resolution authorizing Hamilton Township, Warren County, Ohio to enter into a services agreement with the Intercommunity Cable Regulatory Commission (ICRC)

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

Resolution No. 2025-0507D – Authorizing to Receive VSP Franchise Fee

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0507D, a resolution requesting that Hamilton Township receive five percent (5%) of gross revenues, including advertising revenue, from video service provider (VSP) cable franchise fees pursuant to Ohio law.

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

Resolution No. Resolution 25-0507E- resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0507E, resolution authorizing private sale 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. Resolution 25-0507F, resolution authorizing the donation of obsolete equipment to Bellbrook Fire Department.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0507F, a resolution authorizing the donation of obsolete equipment to Bellbrook Fire Department.

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

Motion- Authorize payment Gamechanger Athletics

Mr. Cordrey made a motion with a second from Mr. Sousa to authorize payment to Gamechanger Athletics in the amount of \$510.60 to close-out the completion of the athletic court project at Testerman Park

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

Motion- Approve Hamilton Township Roster as presented

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve of the Hamilton Township Roster as presented before the Board.

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

Motion- Approve 2025/2026 Township Health Benefits

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the 2025/2026 Township health benefits as presented.

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

Motion- Authorize Part-Time Position in the Police Department

Mr. Rozzi made a motion with a second from Mr. Cordrey to authorizing the addition of this part-time position

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

Motion – Purchase of Cemetery Deed

Mr. Cordrey made a motion with a second from Mr. Sousa to approve the purchase of a cemetery deed as presented to the board.

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

Public Comments

Mr. Rozzi opened the floor to public comments at 7:44PM, with nobody approaching he closed the floor to comments.

Fiscal Report

Mrs. Leah Elliott gave the following updates for the March Fiscal Report:

Through the end of March, which is 25% through the year, we have received \$1.4 million of the \$16.5 million budgeted anticipated revenue. The final appropriations/expense budget is \$17.8 million, we spent \$4 million which is 22.8%. The total cash balance overall is \$17.3 million and the unencumbered fund balance is \$6.7 million.

Administrator's Report

Mr. Wright gave the following updates for the Administrator Report:

- Nicole Earley and Mr. Wright met with the design firm for Mounts Park Phase I, with plans complete and bid documents being prepared. A \$100,000 state grant will help fund the project. Phase II will address erosion and flooding on Stubbs Mill Road and working on a joint grant application with the Warren County Engineer's Office.
- Tomorrow, the Currito ribbon cutting is at 10:00 AM at Township Center.
- The BZA meeting on Thursday will discuss sign variances for McDonald's and Aldi.
- "Cones with a Cop" is May 21 at the UDF.
- The Fire and Police Departments are preparing for a mass casualty exercise on May 30.
- Public Works completed guardrail installation on Grog Run, and two new employees passed their CDL exams on the first try.

Trustee Comments

Mr. Sousa expressed gratitude to Nicole for securing the grant for Mounts Park and thanked Cathy for her presentation on the Grandin rezoning.

Mr. Cordrey shared that he attended the Fishing with the 5-O event, which was well attended despite the rain, and thanked the staff for their hard work and participation. He also reminded residents about the upcoming Touch-a-Truck event on June 7th at Fellowship Baptist Church.

Executive Session-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn the executive session at 7:00 p.m. in accordance with ORC 121.22(G)(3) to discuss pending or imminent court action.

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

Mr. Rozzi made a motion with a second from Mr. Cordrey to come out of the executive session at 8:25 p.m.

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

Adjournment-

Mr. Cordrey made a motion with a second from Mr. Sousa to adjourn at 8:26 PM.

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



Planning and Zoning Office
5/21/2025 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 Resolution 25-0521A providing for and authorizing the removal of vegetation, garbage, refuse and other debris at 8054 Hopkins Road, Parcel 1604379001, in Hamilton Township, declaring a nuisance and declaring an emergency.

A violation notice was sent to the property owner on March 17 requiring removal of the high grass and debris from the property.

A final violation notice was sent to the property owner on April 8, 2025. The certified letter was signed for and we received the signed receipt.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00PM on May 21, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

HAMILTON TOWNSHIP, WARREN COUNTY OHIO

RESOLUTION NUMBER 25-0521A

**RESOLUTION PROVIDING FOR AND AUTHORIZING VEGETATION CUTTING AT
8054 HOPKINS ROAD, PARCEL 1604379001, IN HAMILTON TOWNSHIP, DECLARING A
NUISANCE AND DECLARING AN EMERGENCY**

WHEREAS, Ohio Revised Code §505.87 provides that a Board of Township Trustees may provide for the abatement and control over the removal of vegetation, garbage, refuse, and other debris from land located in the Township; and

WHEREAS, the Board of Township Trustees of Hamilton Township has determined that the continuing maintenance of vegetation, garbage, refuse, and other debris on the following properties in Hamilton Township is a nuisance:

- 8054 Hopkins Road, Parcel 1604379001

NOW THEREFORE, Be It Resolved by the Board of Township Trustees, Hamilton Township, Ohio:

Section 1. That the vegetation, garbage, refuse, and other debris located on the following properties in Hamilton Township is hereby declared to be a nuisance;

- 8054 Hopkins Road, Parcel 1604379001

Section 2. Pursuant to O.R.C. §505.87, the owners and lien holders of record for the properties shall be properly notified of this action and given seven days to abate the nuisances;

Section 3. In the event the nuisance is not abated within the time period allowed, the Zoning Department of the Township is hereby directed to cause the cutting and control of the vegetation and remove the vegetation, garbage, refuse, and other debris at the following properties in Hamilton Township:

- 8054 Hopkins Road, Parcel 1604379001

Section 4. The owners of the following properties in Hamilton Township shall be billed for such services and the Fiscal Officer of the Township is directed to place a special assessment on the real estate tax bill of the property if payment is not made within thirty days.

- 8054 Hopkins Road, Parcel 1604379001

Section 5. The Trustees of Hamilton Township upon majority vote do hereby authorize the adoption of this resolution upon its first reading.

Section 6. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and welfare of the Township. The reason for the emergency is to provide for safe and habitable properties in the 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 _____
Darryl Cordrey –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 21st day of May, 2025

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 21, 2025

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Chief of Police
5/21/25 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Chief of Police

Motion to approve Resolution 25-0521B- 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 May 21, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-0521B**

**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>
2012	Toyota	Tacoma	5TFUX4EN1CX015899
2005	Kia	Sedona	KNDUP131256619114
2008	Chevrolet	HHR	3GNCA23D58S673625

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:

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

Resolution adopted this 21ST day of May 2025.

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 21ST, 2025

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Township Administrator
5/21/25 Trustee Meeting

The Tax Increment Financing District (TIF) that was adopted for the properties of the new Kroger store and adjacent new and future commercial properties calls for the Township to make whole the Little Miami and Warren County Career Center school districts on their portion of property taxes levied on new commercial construction in that area. The first payments of TIF funds from property taxes have been collected and distributed from Warren County. Since property taxes are paid in arrear and new buildings have only recently been completed, this first distribution is quite smaller than what will be sent to the school districts over the next thirty years as additional development is completed.

Motion to authorize payments from the Kroger TIF to the Little Miami Local School District in the amount of \$2,028.03 and to the Warren County Career Center in the amount of \$115.84.



Office of Public Works
5/21/2025 Trustee Meeting

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

Motion to transfer deed, as presented to the board.

- Cemetery Transfer Deed –
 - Karen Rizzo request to transfer Lot 202 grave (s) 7 & 8 to Tom Rizzo in
Maineville (Old Section) Cemetery

Budget Impact: N/A

Deed For Cemetery Lot

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

Deed Number. # **2025-6**

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 **\$ 0.00Dollars**, to us paid by **Tom Rizzo** Current Address: **5834 Turning Leaf Way Maineville, Oh 45039**, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

Tom Rizzo

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Old : Lot: 202 Grave(s) 7 & 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

Tom Rizzo

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 **21st** day of **May** A.D. **2025**

Signed and Acknowledged in presence of

in Warren County, Ohio.

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

Be It Remembered, That on this **21st** day of **May** A.D. **2025** 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.

Transfer from Karen Rizzo to Tom Rizzo



Office of Township Administrator
5/21/25 Trustee Meeting

It is the current practice for the Board to adopt and renew employment agreements for the Police Chief, Assistant Police Chief, Fire Chief, Assistant Fire Chief and Public Works Director positions. Chief Hughes' current agreement expires this month, and we have discussed another two-year agreement. This will ensure an appropriate succession plan and have Chief Hughes retire from his active and decorated career as the Hamilton Township Police Chief.

Motion to approve a two-year employment agreement with Chief Scott Hughes.