



TRUSTEE MEETING AGENDA 5/7/2025

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 April 16th Board of Trustees regular meeting.
- Bills before the Board

Guest Speaker- ICRC-TV, Jason Dunlap

Public Hearing- Zone Change for 0 Grandin Road

Public Comments

New Business

Resolutions

- Resolution No. 2025-0507A- Approving Zone Change for 0 Grandin Rd from M-1 to PUD
- Resolution No. 2025-0507B – Establishing Hamilton Pointe TIF Fund
- Resolution No. 2025-0507C – Agreement to Join ICRC Council of Government
- Resolution No. 2025-0507D – Authorizing to Receive VSP Franchise Fee
- Resolution No. 2025-0507E – Authorizing Private Sale of Unneeded and Unfit-For-Use Property
- Resolution No. 2025-0507F- Authorizing the Donation of Obsolete Equipment in the Fire Department

Motions

- Authorize Payment to Gamechanger
- Amend the Hamilton Township Roster as Presented
- Approve the 2025/2026 Township Health Benefits as Presented
- Adding Part-time Clerk Position in PD
- Approving Purchase of a Cemetery Deed

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)(3) to discuss pending or imminent court action.

Adjournment

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

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

April 16, 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 2, 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

Presentation- Susanne Mason, Warren County Solid Waste District

Solid Waste District Update:

- A \$1,000 mini grant is available for non-profits and government entities to support recycling initiatives.
- Styrofoam recycling is now offered.
- The district provides curbside recycling services and maintains a paint recycling shed for community use.
- A litter pickup program is active, focusing on cleaning trash along roadways.
- An Electronics Recycling and Paper Shredding Day will be held for residents on May 10th in Lebanon.

Public Comments

Mr. Rozzi opened the floor to public comments.

Mr. Eric Koonce raised several concerns during the meeting. He questioned the large emergency response to a March 30th sump pump fire. Chief Jewett explained that the response was based on the initial dispatch, which categorized it as a potential house fire. Mr. Koonce also asked about managing traffic at the school. Chief Scott Hughes responded that the School Resource Officer assists with traffic control during peak times. Additionally, Mr. Koonce expressed concern about cars and lawn-care vehicles crowding cul-de-sacs. Chief Hughes explained that tickets are issued when necessary, and residents should call the non-emergency line if vehicles are parked improperly so an officer can respond.

With nobody else approaching the floor Mr. Rozzi closed the floor to comments.

New Business

Resolution 25-0416A – Motion to approve Resolution 25-0416A a resolution authorizing the grant of non-exclusive easements to the Warren County Board of County Commissioners for a 24-inch water transmission main and appurtenances on Township property.

A motion to approve Resolution 25-0416A a resolution authorizing the grant of non-exclusive easements to the Warren County Board of County Commissioners for a 24-inch water transmission main and appurtenances on Township property.

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
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Public Comments

Mr. Rozzi opened the floor for the second public comment session. Mr. Brad Turner inquired about the regulations concerning vehicles parking in front of fire hydrants. Chief Jewett responded, stating that the fire department must always have access to fire hydrants. By law, vehicles are prohibited from parking within 10 feet of a hydrant. With no further comments from the public, Mr. Rozzi closed the floor.

Trustee Comments

Mr. Cordrey thanked staff for their work on the Hop Into Spring event held at Testerman Park over the weekend. He also noted how great it was to see the new basketball and pickleball courts in use. Mr. Sousa echoed his appreciation, specifically thanking Nicole and the team for organizing the event. He also reminded residents of the upcoming Fishing with the 5-0 event on May 3rd at Mounts Park. Mr. Rozzi mentioned that he was unfortunately unable to attend the event but heard it was a great success.

Executive Session-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn into an executive session at 6:30 p.m. in accordance with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees.

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

Mr. Rozzi made a motion with a second from Mr. Cordrey to come out of the executive session 6:40 p.m.

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

Adjournment-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 6:55PM.

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



Planning and Zoning Office
05/07/2025 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 25-0507A, 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).

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 7, 2025 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joe Rozzie - Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*
Mark Sousa - Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-0507A**

**RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT (PUD) DISTRICT
STAGE 1 CONCEPT PLAN FOR APPROXIMATELY 59.6603 ACRES FOR THE
PROPERTY LOCATED AT 0 GRANDIN ROAD (PARCEL 1605100015), HAMILTON
TOWNSHIP, WARREN COUNTY, OHIO 45039.**

WHEREAS, Beaver Creek Development, LLC, (the “Applicant”) submitted an application (the “Application”) to Hamilton Township, seeking approval for a PUD Stage 1 concept plan and approximately 59.6603 acres located at 0 Grandin Road, Maineville, Ohio 45039 more specifically identified as Warren County Auditor’s Parcel Number 1605100015 (the “Property”);

WHEREAS, pursuant to the Application, the Applicant proposes to develop the Property into a split zone R-3 PUD and M-1 PUD property;

WHEREAS, Property is currently zoned M-1 Light Industry District

WHEREAS, the Hamilton Township Zoning Commission considered the Application during a public hearing of the Zoning Commission on April 10, 2025, at which time the Zoning Commission unanimously recommended approval of the Application, subject to certain conditions, to the Hamilton Township Board of Trustees; and;

WHEREAS, the Hamilton Township Board of Trustees held a public hearing on the Application on May 7, 2025, at which time the Trustees voted to adopt the Zoning Commission’s recommendations, and approve the PUD Stage 1 concept plan, subject to certain conditions set forth the Resolution.

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

SECTION 1. The recommendation of the Hamilton Township Zoning Commission to approve the Application is hereby adopted by the Board of Trustees. The PUD Stage 1 concept plan is hereby approved, subject to the attached conditions (Exhibit A)

1. Compliance with all requirements of the Hamilton Township Zoning Code, except as otherwise modified by the Stage 3 approved plans;
2. Compliance with all Warren County partner organization conditions;
3. Compliance with Hamilton Township Fire Department conditions.

SECTION 2. Any requirement that this resolution be read on two separate days is hereby waived and the resolution shall be approved upon one reading.

SECTION 5. 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:

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

Resolution adopted this 7th 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 7, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*

Exhibit A

All plans and proposals of the applicant shall be made conditions of approval, unless modified by one of the following conditions.

1. Compliance with the Hamilton Township Zoning Code, Warren County Subdivision Regulations, and the adopted PUD Standards.
2. The internal vehicle circulation shall be reviewed and approved by the Warren County Engineer's Office prior to submittal of PUD Stage 2.
3. The Warren County Engineer's Office shall review and approve the Traffic Impact Study (TIS), if deemed necessary. Any road improvements deemed necessary by the Warren County Engineers shall be installed by the developer. The Warren County Engineer's Office shall determine the timing of improvements, and the scope of the study.
4. A stormwater management plan shall be reviewed and approved by the Warren County Engineer's Office prior to PUD Stage 3.
5. Any connection to the adjacent water and sanitary sewer system shall be subject to approval by the Warren County Water and Sewer Department.
6. At the time of PUD Stage 2 submittal, the applicant shall submit a landscape plan that illustrates landscape buffers in compliance with the Hamilton Township Zoning Code Landscape Buffer Requirements (Section 8.5.2), and the submitted PUD Standards. These landscape buffers should include the following:
 1. M-2 Portion of Subject Site: (20 feet - Buffer "B") adjacent to commercial district (portion of eastern property line adjacent to Hamilton Pointe). Additionally, a landscape buffer (10 feet – Buffer "E") is required along the Collector roadway (extension of Pebble Lane).
 2. R-3 Portion of Subject Site: (20 feet- Buffer "C") adjacent to an industrial district (along northern property line). Additionally, a landscape buffer (50 feet – Buffer "D") is required along the Collector roadway (extension of Pebble Lane and along Grandin Road).
7. Prior to review by the Hamilton Township Trustees, the applicant shall submit a new phasing plan which identifies no more than 50 homes on one single access point.
8. Compliance with the requirements of the Hamilton Township Fire Department for site access and circulation.
9. The applicant shall identify whether there will be two associations (Homeowner's Associates and Business Owner's Association) for the management of open space and stormwater management basins.
10. Prior to review by the Hamilton Township Trustees, the applicant shall submit revised PUD Standards which address the following:
 1. Remove 'Section 3 Applicability'.
 2. Add new definitions for 'Livable Space' and 'Useable Space' within 'Section 5.1 Definition of Terms'.
 3. The minimum required open space required within the residential portion of this development shall be 25%, to correspond with the submitted PUD Stage 1 Sketch Plan.
 4. Remove 'Section 7.14 Other' from the submitted PUD Standards.
 5. Amend 'Section 7.6 Building Height' to state residential structure shall not exceed 2 stories/ 35 feet.
 6. Update PUD Standards to reflect decision by the Township Trustees at PUD Stage 3 – Final Site Plan. The Hamilton Township Zoning Commission provides a recommendation to the Township Trustees at PUD Stage 3.



Office of Township Administrator
5/7/25 Trustee Meeting

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

Motion to approve Resolution 25-0507B- a resolution establishing the Hamilton Pointe Tax Increment Financing Fund (Fund No. 2902).

The Board previously established the Hamilton Pointe TIF District on the west side of SR 48 along Towne Center Boulevard to encourage commercial development and to aid with new, public infrastructure investments from the private sector. Commercial buildings have been completed and property owners will be paying payments via property tax assessments into a TIF Fund that the Township will use to reimburse those who have constructed new Township and County roads and utilities in that area. The Board needs to establish, by resolution, a new fund to receive and account for revenue and expenses for the purpose of the TIF.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 7, 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 25-0507B**

**A RESOLUTION ESTABLISHING THE HAMILTON POINTE TAX INCREMENT
FINANCING FUND (FUND NO. 2902)**

WHEREAS, the Board of Trustees of Hamilton Township, Warren County, Ohio (the “Township”), has previously approved the creation of a Tax Increment Financing (TIF) district known as the Hamilton Pointe TIF District, pursuant to Ohio Revised Code (“ORC”) Section 5709.73 et seq.;

WHEREAS, the purpose of said TIF district is to facilitate economic development and public infrastructure improvements within the designated boundaries of the Hamilton Pointe development area;

WHEREAS, in accordance with ORC Section 5709.75 and applicable provisions of the Ohio Uniform Accounting Network (UAN), the Township must establish a separate fund to receive and manage the service payments in lieu of taxes (PILOTs) and related TIF revenues;

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

SECTION 1. There is hereby created a special revenue fund to be known as the Hamilton Pointe TIF Fund, designated as Fund No. 2902, for the purpose of receiving all service payments in lieu of taxes, related rollback reimbursements, and other revenues generated within the Hamilton Pointe TIF District.

SECTION 2. The Hamilton Pointe TIF Fund (2902) shall be used exclusively to pay for: Public infrastructure improvements; Costs associated with the planning, construction, and financing of public improvements within or related to the TIF area; Debt service on any bonds or notes issued in support of the TIF improvements; Other expenditures authorized under ORC Section 5709.73 through 5709.75.

SECTION 3. The Fiscal Officer of Hamilton Township shall administer Fund 2902 in compliance with all applicable provisions of the Ohio Revised Code, the Auditor of State’s guidelines, and Township financial policies. All deposits and expenditures shall be properly recorded and reported in the Township’s accounting system.

SECTION 4. This Resolution shall take effect and be in full force from and after its adoption.

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 7th 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 7, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator

5/7/25 Trustee Meeting

The following motions are requested by the Board of Hamilton Township Trustees from the Township Administrator:

Motion 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)

Some of the recording, audio and video equipment in the Trustee meeting room is original to the 24 year old building and are in immediate need of replacement. The technical equipment has been piecemealed together in a disparate way over the years. Having appropriate equipment not only is necessary for the quality of meetings for those attending in the audience, but is necessary for us to have a digital recording of the meetings to rebroadcast on different formats. To date, the meetings were only streamed on Facebook Live, which is not accessible to all residents.

Some townships our size have one or more full-time staff members who are used to operate the equipment during meetings and to film various community events and make periodic purchases to replace the equipment.

The Board and staff have also discussed the need to record community events and other public outreach and business openings and make those communications and recordings available to more of our residents in additional formats. There are also benefits of new forms of marketing and branding of the Township like many communities are doing. We have reviewed options for having professional equipment and staff for the recording of meetings and community events as well as creating content for items of interest and business promotion within HT and feel that the most cost effective and efficient option is to join the Intercommunity Cable Regulatory Commission (ICRC). ICRC is a council of governments made up of 22 townships, cities and villages in the region. Joining ICRC would also allow us to have a seat on its board of directors. Burdens of time and funds for capital purchases and maintenance of video and audio equipment would be shared and not solely the responsibility of the Township. All the videos would be stored on the Cloud by ICRC but remain the property of Hamilton Township, which also allows us to avoid costly server space purchases.

Our Trustee meetings, community and school events would be able to be accessed on local cable access channels, our website and other streaming locations.

Within Warren County the cities of Lebanon and Mason are members of ICRC.

Additional content that can be recorded and distributed by ICRC include athletic and performing arts events with the Little Miami and Kings School Districts. A membership in ICRC would enrich community members via ICRC's programs for internships and interaction with communications, marketing and video production classes and clubs at our local high schools.

No tax dollars would be expended to be a member. Charter (formerly Time Warner and Spectrum) and altafiber (formerly Cincy Bell) can collect and redistribute to the Township user fees from cable subscribers. The 22 member communities of ICRC then forward on to ICRC 40% of the video service fees that we receive.

Motion 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.

Since 2007, Ohio law has permitted local jurisdictions to collect a Video Service Provider fee of 5% of the gross revenues and advertising revenue from cable television operators providing video service in the jurisdiction. Within Hamilton Township there are two Video Service Providers, Charter and altafiber. Hamilton Township currently collects 3% of the gross revenues.

These video service provider fees are not taxes, are accounted into the General Fund, and are used to pay for communication, marketing and other general expenses. As described, above, most communities in Ohio collect the 5% VSP fees and the cities of Lebanon and Mason are two examples of Warren County communities that utilize the full complement of fees to provide additional forms of communication and local content to their residents.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 7, 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 25-0507C**

**A RESOLUTION AUTHORIZING HAMILTON TOWNSHIP, WARREN COUNTY,
OHIO TO ENTER INTO A SERVICES AGREEMENT WITH THE
INTERCOMMUNITY CABLE REGULATORY COMMISSION (ICRC)**

WHEREAS, the Intercommunity Cable Regulatory Commission (ICRC) is a regional council of governments that provides community access programming and media resources for local governments and their residents; and

WHEREAS, Hamilton Township desires to provide its residents with local cable television programming through the services of the ICRC, including live and on-demand coverage of Township meetings, events, and informational content; and

WHEREAS, the Board of Trustees of Hamilton Township believes that entering into a Services Agreement with the ICRC will enhance community engagement and provide a valuable service to the residents of the Township;

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

SECTION 1. That the Township is hereby authorized to enter into a Services Agreement with the Intercommunity Cable Regulatory Commission (ICRC), substantially in the form attached hereto as *Exhibit A* and incorporated herein by reference.

SECTION 2. That the Township Administrator is hereby authorized and directed to execute said Agreement on behalf of Hamilton Township, and to take all actions necessary to implement the terms and provisions of said Agreement.

SECTION 3. That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in

meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

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 7th 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 7, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*

SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is executed as of _____, 2025 (“**Effective Date**”), between **Hamilton Township, County of Warren, Ohio (“Township”)** with a principal place of business located at 7780 South State Route 48 Hamilton Township, Ohio 45039 and **Intercommunity Cable Regulatory Commission (“ICRC”)**, an Ohio Not-for-Profit Corporation with a principal place of business located at 2492 Commodity Circle, Cincinnati, OH 45241, (each, a “**Party**” and collectively, the “**Parties**”).

WHEREAS, ICRC is a regional council of governments serving member municipalities (“**Members**”) by producing local content for cable television and providing media resources to the Members and their residents;

WHEREAS, the Township desires to contract with ICRC to provide the residents of the Township with local cable television programming over the local access channels of the cable television systems serving the Township;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties hereby agree as follows:

1. Services. ICRC will provide all community programming requested by the Township and further defined by this Agreement, as long as it is technically and logistically possible. ICRC will provide the following services to the Township (the “**Services**”) beginning on June 1, 2025.

A. Produce community programming to be televised, live-streamed and available on-demand (“**Content**”) as follows:

- Township Trustees Meetings (1st and 3rd Wednesday of the month)
- Touch-A-Truck (Annual event)
- Freedom Parade and Festival (Annual event)
- National Night Out (Annual event)
- Cardboard Boat Regatta (Annual event)
- Tree Lighting Celebration (Annual event)

In addition to the above-described Content, ICRC may provide additional Township-related Content via television, live streaming or on-demand, as is logistically possible and available, including, but not limited to:

- Coverage of additional official Township meetings
- Informational videos about Township services or activities
- In-house training seminars and presentation videos
- Additional studio productions
- Videos about Hamilton Township history and other special interest topics

- Coverage of Township sponsored events (ceremonies, parades, concerts, festivals, etc.)
- Podcasts of various Township topics or services (in-studio or remote)

B. If approved by the Township in its sole discretion, ICRC will produce Little Miami Schools (“**Little Miami**”) and Kings Local Schools (“**Kings**”) programming to be televised, live-streamed and available on-demand (“**School Content**”) as follows:

- School Board Meetings (pending approval and internet connectivity)
- Up to 6 Home High School Athletic games as requested by the School District (pending approval and internet connectivity / capability)

In addition to the above-described School Content, ICRC may provide additional School Content via television, live streaming or on-demand, as is logistically possible and available, including, but not limited to:

- Additional year round sport’s broadcasts
- Coverage of performing arts (choral and band concerts, competitions, etc.)
- Additional coverage of school sponsored meetings and forums

If at any time the Township elects not to accommodate School Content through the services provided in this Agreement, the Township shall notify ICRC promptly in writing that it no longer consents to the inclusion of School Content.

C. Live stream and archive all of the Township’s programming to the Township’s YouTube, Website and any other designated platform.

D. Meet with the Township’s designees at such times reasonably designated by the Township to review and discuss performance of either party to this Agreement.

2. **Payment for Services.**

A. The Township will take all necessary steps to increase the franchise fee payment from its VSPs from 3% to 5% on or before June 1, 2025.

B. The Township’s fee to ICRC shall be an amount equivalent to 2% of the 5% VSP fee calculated to be paid to the Township by the VSP. This fee shall be paid in full to ICRC by the Township regardless of the timing or completeness of the receipt of such funds by the Township from a VSP.

C. ICRC’s apportioned percentage of the franchise fee funds shall be paid to ICRC by the Township in quarterly installments within 30 days after receipt of an invoice from ICRC to the Township.

3. Compliance with Laws and Regulations.

ICRC shall at all times comply with all laws and regulations of the local, state and federal governments or any administrative agencies thereof as well as those rules and regulations set forth by the cable television system.

4. Term.

The initial term of this Agreement will begin on the Effective Date and will remain in effect until December 31, 2025. This Agreement will automatically renew for successive terms of one year each beginning on January 1, 2026, unless either party gives written notice to the other party by no later than November 1 of the current term. After termination by either party, the Township will remain liable for all amounts owed to ICRC for Services provided prior to termination.

5. ICRC Board of Directors Representation.

Beginning on the Effective Date, the Township shall have the right to be represented on ICRC's Board of Directors by a Township representative who meets the requirements of a Board member under ICRC's bylaws.

6. Waiver of Claims.

The Township acknowledges that ICRC is not responsible for (i) Content, School Content or any other programming produced by or on behalf of the Township or Little Miami or Kings Schools and (ii) any actions, claims, losses, damages, costs and/or expenses (including reasonable attorney's fees) arising out of ICRC's provision of Services.

7. Relationship of the Parties.

The Township and ICRC are separate, independent and non-affiliated entities. ICRC shall perform under this Agreement as an independent entity and not as an agent, joint-venturer, partner or employee of the Township.

8. Notices.

All notices, consents, waivers, and other communications under this Agreement must be in writing and will be deemed to have been given when (a) delivered personally, or (b) when received by the addressee, if sent by a nationally recognized overnight delivery service (receipt requested), or by registered mail, return receipt requested, in each case to the addresses set forth below (or to such other addresses as a party may designate by notice to the other party):

To ICRC:

ICRC

c/o Executive Director
2492 Commodity Circle
Cincinnati, OH 45241

To Township:

Hamilton Township, Ohio
c/o Township Administrator
7780 South State Route 48
Hamilton Township, OH 45039

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the Township and ICRC.

9. Miscellaneous.

A. This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, oral or written. No waiver, modification, amendment or addition to this Agreement shall be valid unless in writing and signed by both the Township and ICRC.

B. This Agreement and the covenants and conditions herein contained shall inure to the benefit of and be binding upon the Parties and their respective successors and assigns; provided however, that neither Party may assign this Agreement without the written consent of the other Party.

C. This Agreement may be executed in separate counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same instrument. Further, this Agreement may be executed by facsimile or by portable document format (.pdf) signature, such that execution of this Agreement by facsimile or by portable document format (.pdf) signature shall be deemed effective for all purposes.

D. The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid, or illegal provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if the Agreement did not contain this particular portion or provision.

E. No waiver by either party of any breach of any provision of this Agreement, whether by conduct or otherwise, in any one or more instances shall be deemed to be or construed as a further or continuing waiver of any such breach or as a waiver of any breach of any other provision of this Agreement. The failure of either party at any time or times to require performance of any provision of this Agreement shall in no manner affect such party's right to enforce the same at a later time.

F. Except for payment obligations, neither party shall be liable for any delays or failures in performance due to circumstances beyond its control which could not be avoided by the exercise of due care. A party will not be deemed to be in default or in breach of this Agreement if the party is prevented from performing any of the obligations hereunder, by reason of strikes, boycotts, labor disputes, embargoes, pandemics, shortages of energy or materials, acts of God, weather conditions, riots or any other circumstances for which it is not responsible or which are not within its control.

G. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without giving effect to principles of conflicts of laws. All disputes between the Parties shall be brought exclusively in the state or federal courts of Warren County, Ohio.

H. This Agreement, including all representations, warranties, covenants and indemnities contained herein, shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. This Agreement is solely for the benefit of each Party and such Party's respective successors and assigns. No provision of this Agreement shall be deemed to confer on any third party any claim, remedy, liability, reimbursement, cause of action or other right under this Agreement, whether against either Party or otherwise, and, consistent therewith, there are no third party beneficiaries, express or implied, of this Agreement. The representations, warranties, covenants, agreements and indemnities contained herein shall survive the execution and delivery of this Agreement.

[SIGNATURE PAGE TO SERVICES AGREEMENT]

Executed as of the date first set forth above.

Hamilton Township, Ohio

By:

Print Name: _____

Title: _____

Intercommunity Cable Regulatory Commission

By:

Print Name: _____

Title: _____

3248353.1

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 7, 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 25-0507D**

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.

WHEREAS, pursuant to Chapter 1332 of the Ohio Revised Code, video service providers (VSPs) operating within the State of Ohio are required to pay franchise fees to municipalities and townships where they provide service;

WHEREAS, Hamilton Township is a local government entity within Warren County, Ohio, and video service providers currently operate within its jurisdiction;

WHEREAS, under Ohio Revised Code §1332.32, Hamilton Township has the authority to receive up to five percent (5%) of gross revenues derived from the operation of video service within the township limits;

WHEREAS, gross revenues under Ohio law may include revenues received from subscribers and advertisers for video services provided within the township, unless otherwise exempted;

WHEREAS, Hamilton Township desires to exercise its right to collect the full five percent (5%) allowable franchise fee on all eligible gross revenues, including advertising revenues generated from video services within its jurisdiction;

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

SECTION 1. Hamilton Township hereby elects to receive the full five percent (5%) of gross revenues from all applicable video service providers operating within its jurisdiction, including revenues derived from advertising associated with video service offerings, in accordance with Ohio Revised Code §1332.32.

SECTION 2. The Township Fiscal Officer is hereby authorized and directed to notify all relevant video service providers and the Ohio

Department of Commerce of this election and to take all necessary steps to implement the collection of said franchise fees, including those attributable to advertising revenues.

SECTION 3. This Resolution shall become effective immediately upon adoption.

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 7th 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 7, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Chief of Police
5/7/25 Trustee Meeting

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

Motion to approve Resolution 25-0507E- 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 7, 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 25-0507E**

**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>
2003	Honda	Civic	1HGEM21533L010106
2010	Toyota	Yaris	JTDJT4K36A5278674
2008	Hyundai	Tiburon	KMHMM66D18U264333

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 7th 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 7th, 2025

Date: _____

Leah M. Elliott, Fiscal Officer

Hamilton Township Fire Rescue

7780 South State Route 48, Hamilton Township, Ohio 45038
513-683-1622 www.hamilton-township.org

Motion to approve Resolution 25-0507F, resolution authorizing the donation of obsolete equipment to Bellbrook Fire Department.

May 5, 2025
Hamilton Township Board of Trustees
7780 S. State Route 48
Hamilton Township, Ohio 45039

Hamilton Township Trustees.

I am writing to request your approval to donate certain obsolete equipment currently held by our department. In December 2023 Ambu Inc. announced that due to availability of key components, manufacture and support of their King Vision video laryngoscope products were being discontinued. HTFR has since evaluated and obtained an updated video laryngoscope replacement which better suits the department's needs. After conducting an inventory review, we have identified the following King Vision items that are no longer in use:

Three (3) video laryngoscope handles.
Four (4) video laryngoscope blades.

We have been approached by the fire department listed below about donating this obsolete equipment and believe donating these items provide an opportunity to contribute to their organization's mission while reducing waste and promoting sustainability.

Bellbrook Fire Department
Chief Antony Bizzarre
35 North West Street
Bellbrook, Ohio 45305

Sincerely,



Jason Jewett
Fire Chief
Hamilton Township Fire Rescue

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 7, 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 25-0507F**

**A RESOLUTION AUTHORIZING THE DONATION OF OBSOLETE EQUIPMENT TO
BELLBROOK FIRE DEPARTMENT**

WHEREAS, the Hamilton Township Fire and Rescue Department (HTFR) has conducted an inventory review and identified certain equipment that is no longer in use, specifically:

- Three (3) King Vision video laryngoscope handles; and
- Four (4) King Vision video laryngoscope blades; and

WHEREAS, Ambu Inc., the manufacturer of the King Vision video laryngoscope products, announced in December 2023 the discontinuation of manufacturing and support for these products due to the unavailability of key components; and

WHEREAS, HTFR has since procured and implemented a replacement video laryngoscope system that better meets the department’s operational needs; and

WHEREAS, the Bellbrook Fire Department, under the direction of Chief Antony Bizzarre, has expressed interest in receiving the aforementioned obsolete equipment; and

WHEREAS, pursuant to Ohio Revised Code Section 505.10(A), the Board of Township Trustees may authorize the disposal of township property that is deemed unfit for public use or is no longer needed;

NOW THEREFORE BE IT RESOLVED, by the Hamilton Township Trustees that:

Section 1. The Hamilton Township Fire and Rescue Department is hereby authorized to donate the following obsolete equipment to the Bellbrook Fire Department:

Three (3) King Vision video laryngoscope handles;

Four (4) King Vision video laryngoscope blades.

Section 2. This equipment is being donated in “as-is” condition, with no warranties or guarantees expressed or implied.

Section 3. The Fire Chief or their designee is authorized to coordinate and complete the transfer of the listed equipment.

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

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

Resolution adopted this 7th 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 7, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Parks and Recreation
5/7/25 Trustee Meeting

The Board previously approved a contract with Gamechanger Athletics for the Testerman Park athletic court project for an amount not to exceed \$117,500. At that time, cost estimates included the potential addition of the Hamilton Township logo on the court surface. We opted to include a full-color logo, resulting in an additional charge of \$510.60. This payment will close out the project.

Motion 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.



Office of Human Resources
05/07/2025 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.

- Accept the resignation of volunteer Chaplain Kerry Thrush effective 4/15/25.
- Approve the position and job description for part-time Police Administrative Assistant/Police Clerk.

Motion to approve the 2025/2026 Township health benefits as presented.

- The Township's health benefit plan year runs July 1, 2025 – June 30, 2026.
- Medical insurance to continue with Jefferson Health Plan (JHP) consortium with UMR as the carrier.
 - The Township leverages the JHP consortium to be able to provide an individually designed self-funded benefit program while benefiting from the cost-savings advantages of purchasing through the consortium.
 - 2025/2026 renewal plan increase is 16.82%. The increase is due to a rise in medical claims over the past year and a half which is tracking at 124.6% of expected.
 - Additionally, Ohio HB 315 included two mandatory insurance coverages to be implemented in Ohio insurance plans in 2025.
 - Madeline's Law, hearing aid coverage for children
 - Chiropractic cost shares (co-pays) to match those of primary care physicians.
 - Over the past five plan years, the Township has received zero or single digit increases in medical renewal rate:
 - 2020/2021: 0% increase
 - 2021/2022: 0% increase
 - 2022/2023: 8% increase
 - 2023/2024: 3% increase
 - 2024/2025: 3% increase
 - Considering the past five plan years with the current 2025/2026 renewal rate, the average rate increase over six years is 5.13%
- Dental insurance recommendation is to switch the dental carrier from Superior Dental Care (SDC) to Ameritas Dental.

- SDC provided a renewal rate increase of 32% or \$12,191 with no changes from current coverage.
- The Township's insurance broker went to the market and obtained additional carrier quotes. Upon review of these quotes, the recommendation is to switch the dental carrier to Ameritas Dental. Ameritas provided the most comprehensive and competitive quote.
- Ameritas' quote submitted included a 16% rate increase or \$6,105. Additionally, Ameritas will provide additional coverage over what SDC was providing and at a cheaper cost, saving the Township \$6,086 as compared to staying with SDC.
- Ameritas is widely accepted in our market and ranks as the #1 or #2 accepted provider for most geographic areas.
- Ameritas and SDC overlap with 66% of the dentists in our market, which diminishes employee disruptions in a carrier change.
- Vision insurance to continue with EyeMed.
 - 0% renewal increase (this will be year 3 of a 4-year rate guarantee)
- Basic Life, AD&D and LTD insurance to continue with One America
 - 0% renewal increase (this will be year 2 of the 2-year rate guarantee)
- Township HSA annual contribution to remain the same.
 - \$2,340 for single (pro-rate if not employed by Jan. 1st)
 - \$4,680 for family (pro-rate if not employed by Jan. 1st)
- Voluntary benefit carriers to remain the same with One America and Aflac



Abbi Krull
April 25, 2025

Zelis Network360[®] Analytics Suite
Network Comparison Report
Ameritas Dental N360

Base Network	Ameritas Classic PPO and Plus P
Comparison Network	Superior Dental Care Preferred
Geography	hamiltontownship.xlsx (4/25/2025) or within 15 miles of center of selected zip codes/population files
Counts	Providers
Specialty Mapping	Standard Dental

CONDITIONS OF USE




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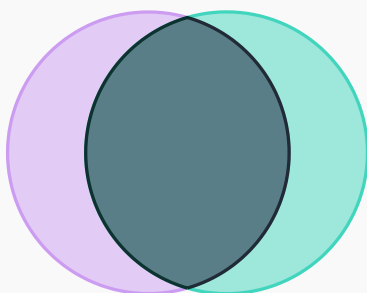
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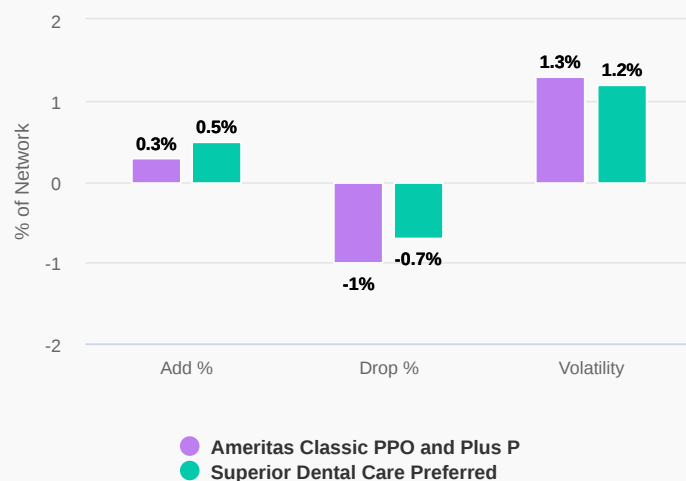
Comparison Overview

Overlap

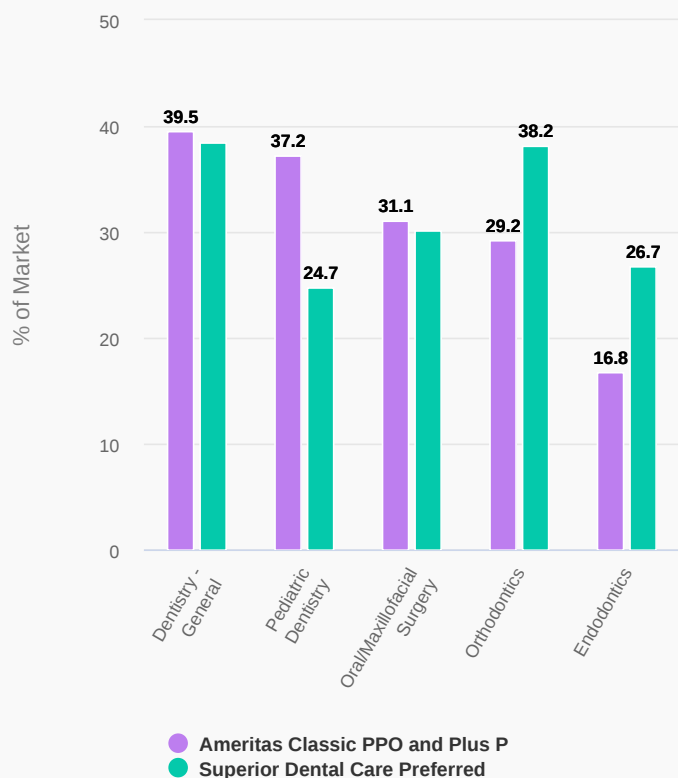
Network	Total	Exclusive
 Ameritas Classic PPO and Plus P	1,360	474
 Superior Dental Care Preferred	1,362	476
 Overlapping	886	n/a



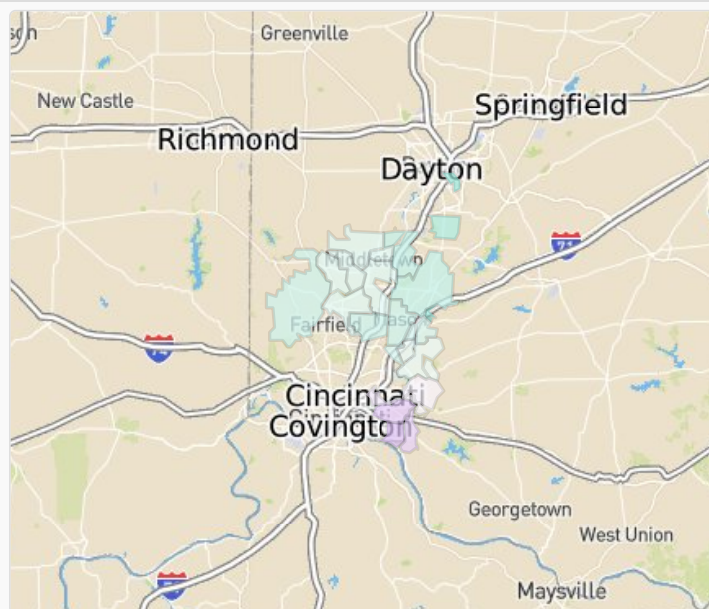
Average Monthly Volatility



Top Specialty Groups



Network Strength (Largest Provider Populations)



Ameritas Classic PPO and Plus P

Superior Dental Care Preferred




Base Network
Advantage

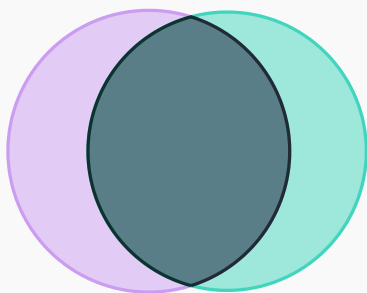
Comparison Network
Advantage






Overlap With All Networks

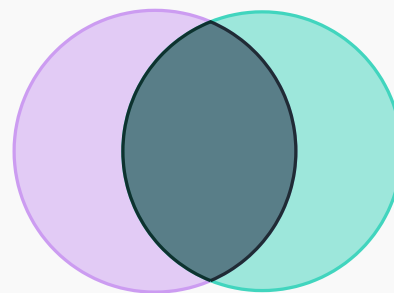
General Dentist

Network	Total	Exclusive
 Ameritas Classic PPO and Plus P	1,166	419
 Superior Dental Care Preferred	1,138	391
 Overlapping	747	n/a

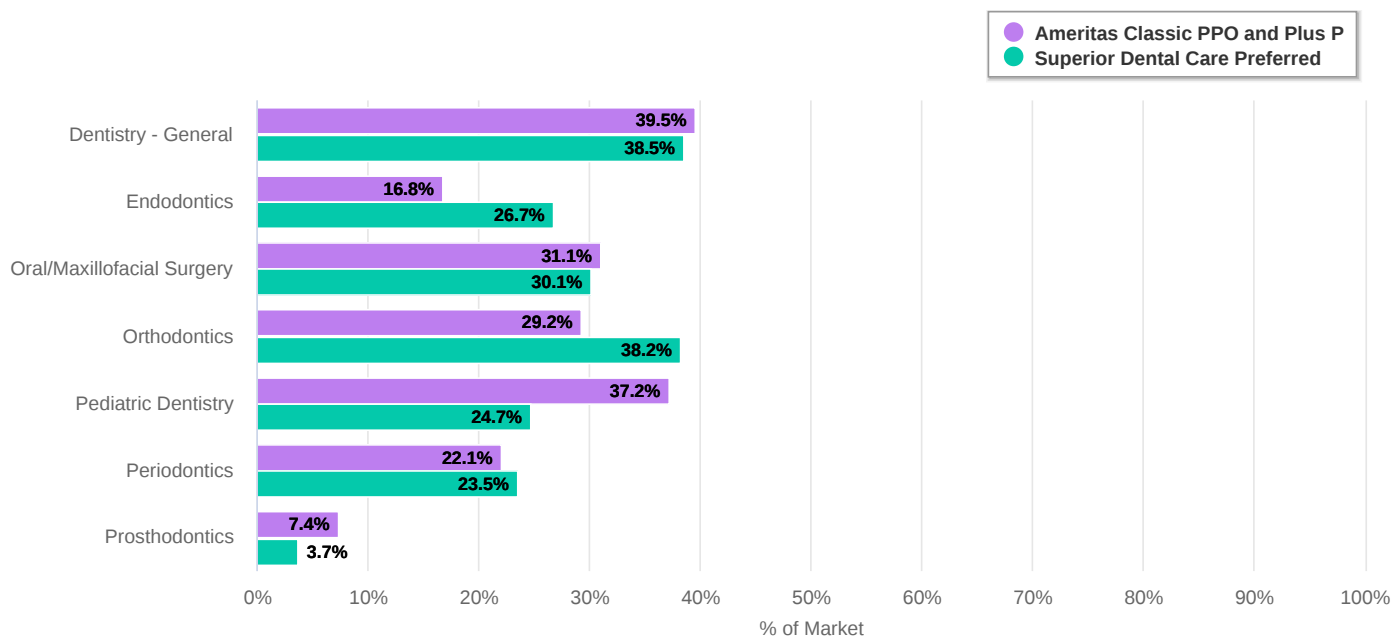


Specialist

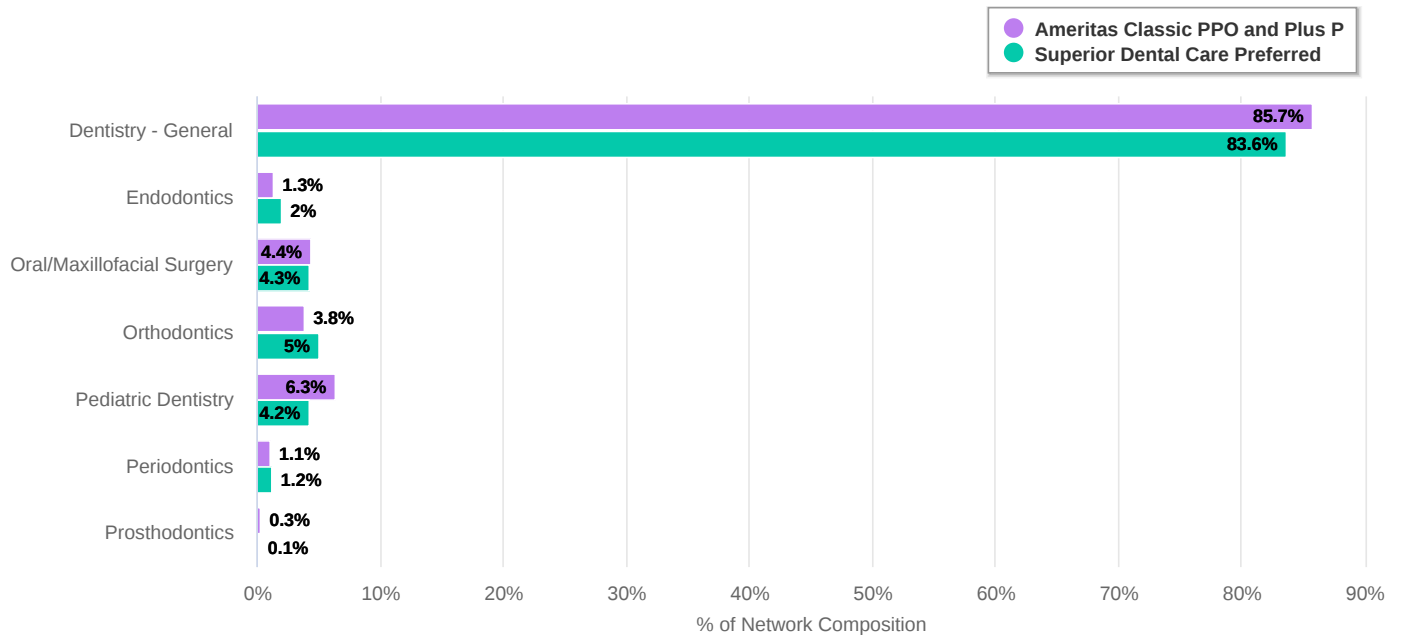
Network	Total	Exclusive
 Ameritas Classic PPO and Plus P	233	112
 Superior Dental Care Preferred	228	107
 Overlapping	121	n/a



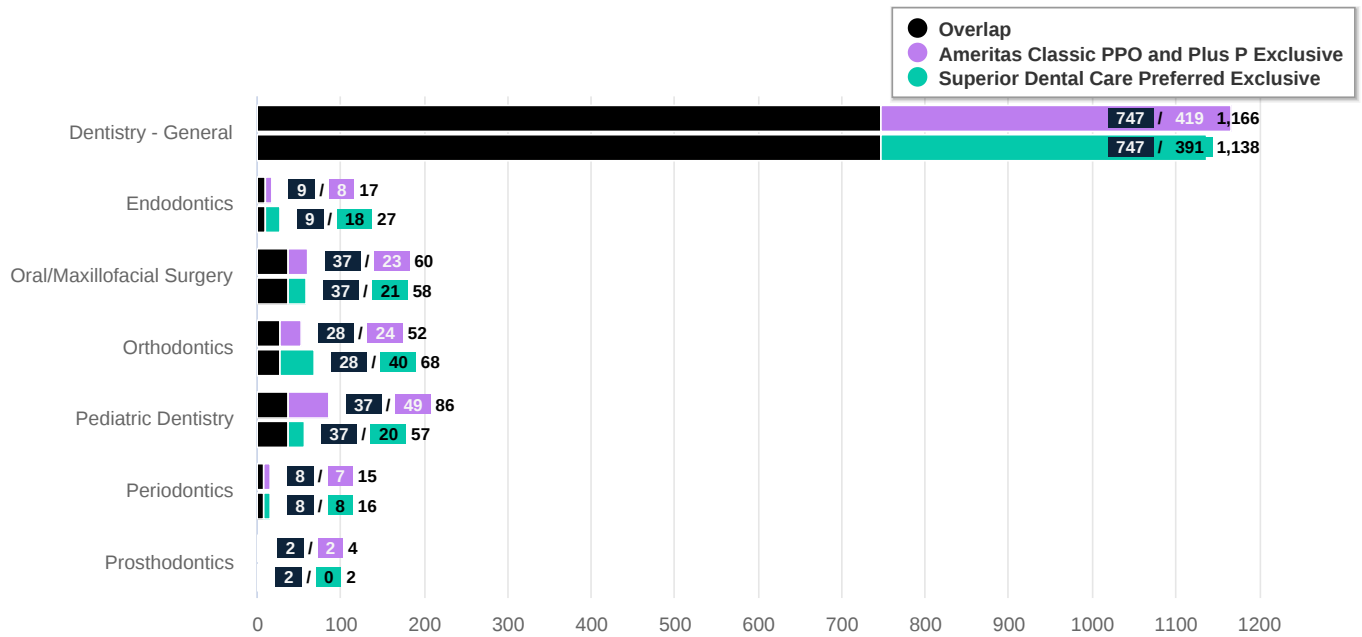
Specialty Group Market Penetration



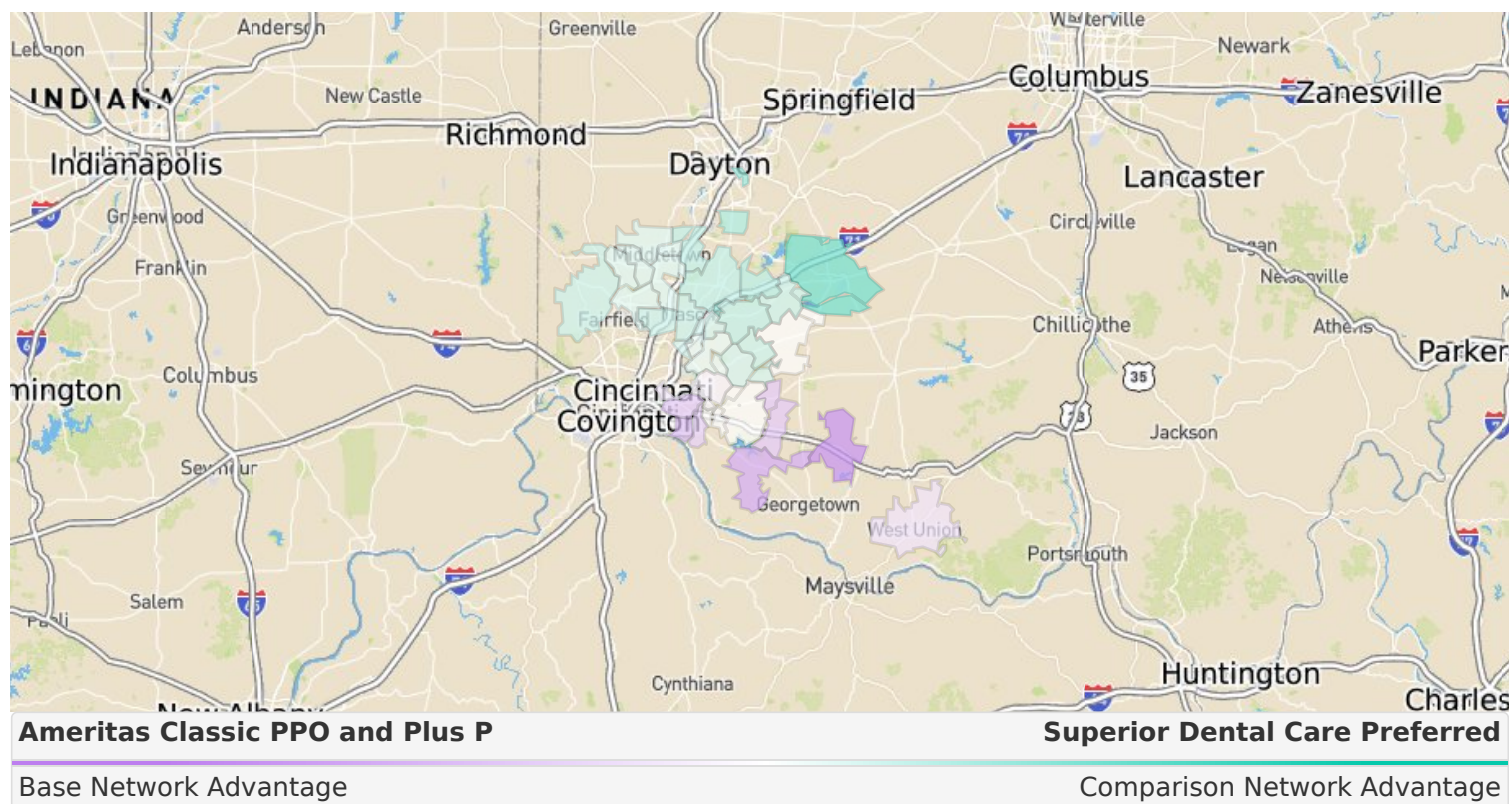
Specialty Group Network Composition



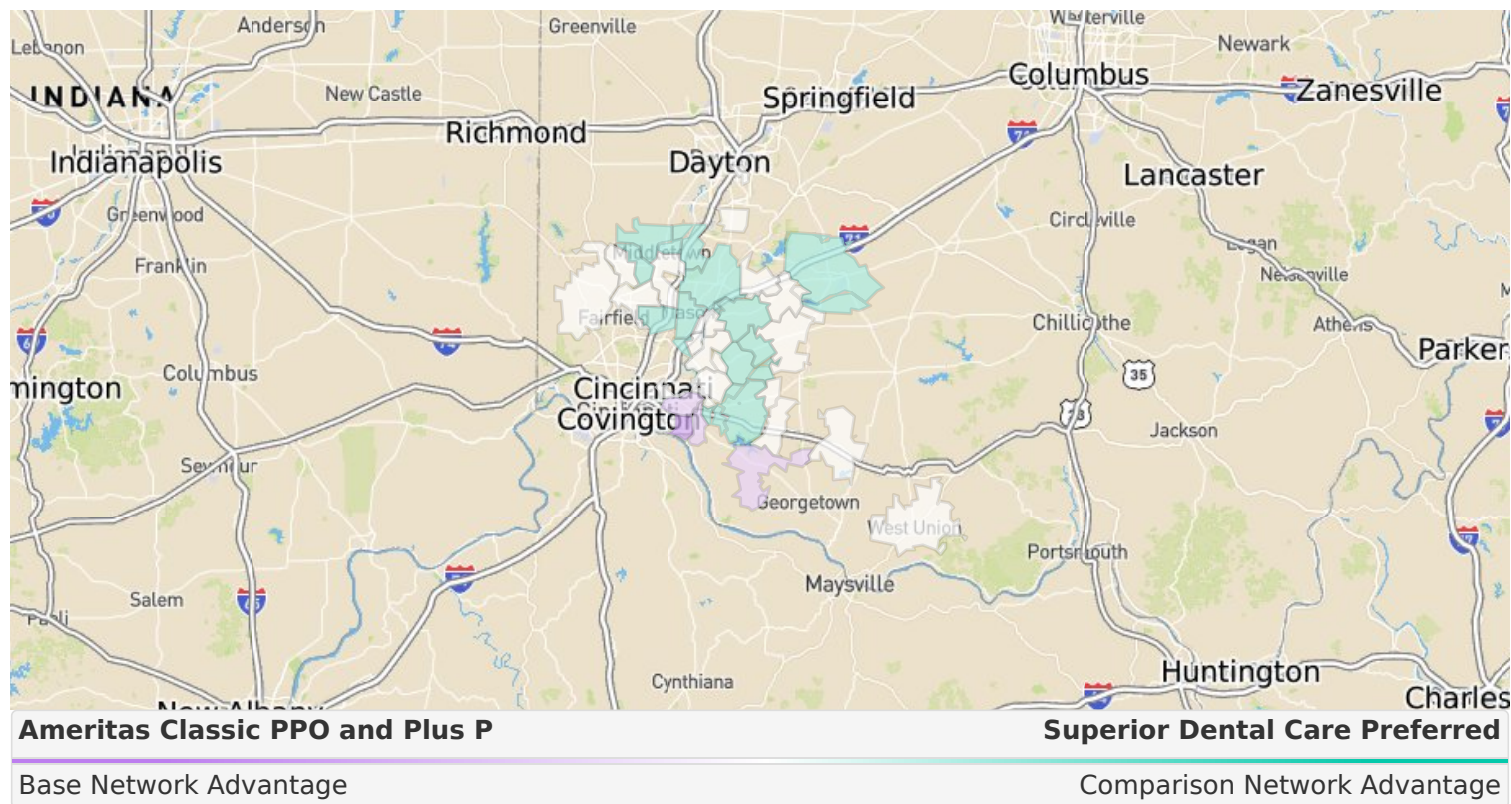
Specialty Group Overlap



Network Strength Map - Penetration



Network Strength Map - Strength



Network Strength By Geography

	<div> <div>Ameritas Classic PPO and Plus P</div> <div>★★★★☆</div> </div>				<div> <div>Superior Dental Care Preferred</div> <div>★★★★☆</div> </div>			Market	
Geography	Rank	Penetration	Provider Count	Rating	Penetration	Provider Count	Rating	Total	Employee Count
45005 - Franklin, OH	2	43%	572	★★★★☆	49%	650	★★★★☆	1,322	4
45011 - Hamilton, OH	2	44%	608	★★★★☆	47%	644	★★★★☆	1,370	1
45013 - Hamilton, OH	2	38%	435	★★★★☆	43%	485	★★★★☆	1,116	1
45036 - Lebanon, OH	2	40%	503	★★★★☆	46%	577	★★★★☆	1,234	14
45039 - Maineville, OH	2	44%	536	★★★★☆	48%	577	★★★★☆	1,202	21
45040 - Mason, OH	2	43%	621	★★★★☆	48%	689	★★★★☆	1,422	18
45042 - Middletown, OH	2	42%	502	★★★★☆	45%	540	★★★★☆	1,184	3
45044 - Middletown, OH	2	44%	589	★★★★☆	47%	634	★★★★☆	1,334	2
45054 - Oregonia, OH	2	44%	330	★★★★☆	51%	387	★★★★☆	747	1
45065 - South Lebanon, OH	2	40%	468	★★★★☆	50%	577	★★★★☆	1,142	10
45067 - Trenton, OH	2	42%	513	★★★★☆	45%	540	★★★★☆	1,200	6
45069 - West Chester, OH	2	42%	667	★★★★☆	47%	738	★★★★☆	1,552	1
45103 - Batavia, OH	2	42%	362	★★★★☆	42%	363	★★★★☆	852	3
45106 - Bethel, OH	1	45%	154	★★★★☆	29%	100	★★★★☆	337	1
45107 - Blanchester, OH	1	35%	66	★★★★☆	35%	66	★★★★☆	188	7
45113 - Clarksville, OH	2	32%	73	★★★★☆	37%	85	★★★★☆	225	10
45122 - Goshen, OH	2	43%	366	★★★★☆	47%	393	★★★★☆	834	11
45140 - Loveland, OH	2	43%	594	★★★★☆	45%	625	★★★★☆	1,369	26
45150 - Milford, OH	1	41%	659	★★★★☆	39%	622	★★★★☆	1,576	2
45152 - Morrow, OH	2	38%	311	★★★★☆	44%	363	★★★★☆	807	18
45162 - Pleasant Plain, OH	2	40%	241	★★★★☆	45%	268	★★★★☆	592	5



	<div> <div>Ameritas Classic PPO and Plus P</div> <div>★★★★☆</div> </div>				<div> <div>Superior Dental Care Preferred</div> <div>★★★★☆</div> </div>			Market	
Geography	Rank	Penetration	Provider Count	Rating	Penetration	Provider Count	Rating	Total	Employee Count
45171 - Sardinia, OH	1	74%	29	★★★★☆	53%	21	★★★★☆	39	4
45176 - Williamsburg, OH	1	43%	165	★★★★☆	33%	125	★★★★☆	376	1
45177 - Wilmington, OH	2	45%	19	★★★★☆	59%	25	★★★★☆	42	4
45227 - Cincinnati, OH	1	35%	862	★★★★☆	31%	767	★★★★☆	2,416	5
45244 - Cincinnati, OH	1	35%	723	★★★★☆	25%	532	★★★★☆	2,049	1
45245 - Cincinnati, OH	1	33%	630	★★★★☆	24%	447	★★★★☆	1,858	2
45249 - Cincinnati, OH	2	43%	688	★★★★☆	47%	758	★★★★☆	1,599	4
45255 - Cincinnati, OH	1	35%	691	★★★★☆	23%	468	★★★★☆	1,961	2
45420 - Dayton, OH	2	46%	550	★★★★☆	56%	672	★★★★☆	1,190	5
45458 - Dayton, OH	2	45%	545	★★★★☆	53%	640	★★★★☆	1,192	1
45693 - West Union, OH	1	64%	27	★★★★☆	59%	25	★★★★☆	42	7





MEMORANDUM

To: Board of Trustees

From: Chief Scott Hughes

Date: April 22, 2025

RE: Request to Add a Part-Time Administrative Assistant / Police Clerk Position

The purpose of this memo is to request the addition of a part-time Administrative Assistant / Police Clerk position within the Hamilton Township Police Department. This role ensures consistent administrative operations and front desk coverage when the full-time clerk is unavailable.

Background and Justification:

As the demands on our department increase, so does the need for reliable administrative support. Key considerations include:

- Our Detective Division has already experienced an increase of over 70 cases in 2024, marking a significant rise that reflects the growing workload placed on all divisions.
- The front office is a critical operational and liability-sensitive position, responsible for processing court paperwork, entering traffic and criminal citations, and fulfilling public records requests—all time-sensitive assignments governed by legal and procedural deadlines.
- Recently, we faced a situation where Amy (full-time clerk) was off for surgery, Rande was recovering from medical leave, and Molly called in sick, which left us with no one in the front office. This absence halted administrative processing, delayed public service requests, and put unnecessary pressure on sworn staff to fill the gap.

- When this position is unfilled, it causes a backlog in records processing, delays communication with the courts, and heightens the risk of missed deadlines or documentation errors—each of which could lead to operational consequences for the Township.
-

Proposed Role & Schedule:

The part-time Administrative Assistant / Police Clerk would:

- Work approximately 24 hours per week, scheduled strategically to provide coverage on days when the full-time clerk is unavailable or when the department faces elevated workload demands.
 - Handle front desk responsibilities, including answering phones, greeting visitors, and assisting officers with administrative tasks.
 - Process and track impound lot paperwork, ensuring compliance and accuracy in vehicle-related documentation.
 - Enter and manage court-related paperwork and citations, and assist with fulfilling public records and discovery requests.
-

Benefits to the Township:

- Improved continuity of operations, ensuring critical administrative tasks are handled consistently and on time.
 - Minimized liability risk by completing time-sensitive and legally mandated assignments immediately.
 - Preserved efficiency and professionalism in both public-facing services and internal support functions.
 - Free up sworn personnel to focus on their primary responsibilities.
-

Recommendation:

I respectfully request the Board's support in authorizing the addition of this part-time position. With increasing demands and limited redundancy in our current staffing model, this role is vital to maintaining the department's efficiency, compliance, and accountability.



JOB DESCRIPTION



Position Title: **Administrative Assistant / Police Clerk**
Job Type: Part-Time
Department: Police
Reports To: Assistant Chief of Police
Pay Rate: As established by the Board of Trustees
Classification: Hourly, Non-exempt
Schedule: 3 days per week

Position Summary:

The Police Administrative Assistant / Police Clerk provides clerical and administrative support to the police department to ensure efficient operation. This role involves handling confidential information, preparing reports, managing records, interacting with the public, and assisting command staff and officers with day-to-day administrative functions of the department.

Key Responsibilities:

The responsibilities listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Perform general clerical duties, including answering phones, greeting visitors, and managing emails.
- Prepare, file, and maintain police reports, records, and other confidential documents.
- Assist with data entry into law enforcement databases (e.g. LEADS, NLETS, LRMS).
- Respond to public inquiries regarding reports, citations, or department procedures.
- Assist command staff in the preparation of budget information and presentations.
- Processes invoices, expense reports; tracks and monitors invoices charged against purchase authorizations and purchase requisitions.
- Process and distribute incoming and outgoing mail and correspondence.
- Maintain inventory of office supplies and order as needed.
- Ensure compliance with recordkeeping policies and confidentiality regulations.
- Prepare, file, and maintain police reports, correspondence, and confidential documents for internal and external use.

- Process requests for information such as public records and background checks in accordance with applicable laws.
 - Assist with department correspondence including memos and emails.
 - Ability to follow instructions, solve problems and work with minimal supervision.
 - Township interdepartmental collaboration and support ensuring smooth operations across the organization.
 - Other related duties as assigned.
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Qualifications:

- High school diploma or GED required; associate degree or coursework in criminal justice, public administration, or office management is a plus.
 - Prior administrative experience, preferably in a law enforcement or government environment.
 - Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office equipment.
 - Strong organizational and time management skills.
 - Excellent written and verbal communication abilities.
 - Ability to maintain confidentiality, exercise discretion, and ability to distinguish and disseminate sensitive information.
 - Knowledge of police terminology and procedures is a plus.
 - Ability to assess, plan, organize, and execute essential job functions without a need for constant supervision.
-

Working Conditions:

- Primarily office-based within the police department.
 - May require occasional attendance at meetings or events.
 - May involve handling sensitive or graphic content in reports.
 - Interaction with the public, police personnel, and other agencies.
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Disclaimer:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Deed For Cemetery Lot

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

Deed Number. # 2025-5

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 \$ 3,600Dollars, to us paid by Amanda Smallwood Current Address: 1517 Kilbarron Dr. Morrow, Oh 45152 the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

Amanda Smallwood

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in Maineville Addition : Lot: 84 Grave (s) 1,2 & 3 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

Amanda Smallwood

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 7th 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 7th 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.



Office of Public Works
5/7/2025 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 –
 - Amanda Smallwood purchased Lot 84 grave (s) 1,2 & 3 in Maineville Addition, deed number 2025-5

Budget Impact: N/A