

## **Hamilton Township Trustee Meeting**

### **June 18, 2025**

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

Roll call as follows: Joe Rozzi  
Mark Sousa

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Rozzi, with a second by Mr. Sousa, to approve the clerk's journal as the Official Meeting Minutes of June 4, 2025, Trustee Meeting.

Roll call as follows: Mark Sousa Yes  
Joe Rozzi Yes

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

Roll call as follows: Mark Sousa Yes  
Joe Rozzi Yes

### **Public Comments**

Mr. Rozzi opened the floor to public comments at 6:02 PM.

Mr. Brad Turner shared that he had been in contact with Hamilton Township Zoning Director Cathy Walton and Kurt Weber from the Warren County Engineer's Office regarding an undeveloped lot in the Providence subdivision, which has since been designated as open space and was never outfitted with a sidewalk. He expressed his belief that the cost of installing the sidewalk should not be the sole responsibility of the HOA, but should instead be shared among the township, county, and HOA.

After nobody else came forward, Mr. Rozzi closed the floor to public comments.

### **New Business**

#### **Resolution No. 25-0618A- Adopting the 2026 Annual Tax Budget**

Administrator Wright explained that the Township must adopt and submit its tax budget by mid-July to remain eligible for local government funding. The budget, conservatively prepared by Assistant Fiscal Officer Ellen Horman and reviewed by the Board, is an early estimate of 2026

revenues and expenses. Inside millage funds increased in 2025 due to revaluation, while outside millage funds remain flat due to state-mandated limits. EMS billing revenue is expected to rise with population growth. Few capital projects are planned for 2026 aside from equipment needs and Mounts Park restoration. The Township has minimal debt, with a new bond for the Public Works Facility beginning in July, funded through the Road and Bridge Fund.

Mr. Sousa asked who participates in the August meeting with the County. Ms. Horman explained that the meeting includes the Prosecutor, Matt Nolan, and the County Treasurer. Mr. Wright suggested that if Mr. Sousa wanted to discuss the revenue projections in more detail, they could schedule a separate meeting with the County Commissioners to ensure greater accuracy.

Mr. Wright believes the Board will be presented with the budget for a vote in November.

Roll call as follows: Mark Sousa Yes  
Joe Rozzi Yes

**Resolution No. Resolution 25-0618B – Authorizing Private Sale of Unneeded and Unfit-For-Use Property**

Roll call as follows: Joe Rozzi Yes  
Mark Sousa Yes

**Resolution No. Resolution 25-0618C- Providing for and authorizing vegetation cutting at 1233 US Route 22-3 road, parcel 1730302005, in Hamilton Township, declaring a nuisance and declaring an emergency**

Roll call as follows: Mark Sousa Yes  
Joe Rozzi Yes

**Motion to establish a Fund Balance Policy for annual carryovers of funds from one budget year to the next sufficient for a minimum of six (6) months of operating expenses.**

Mr. Wright reminds the Board they have long aimed to maintain a six-month carryover of operating funds to ensure financial stability and strategic planning. This practice helps maintain operations between budget cycles and reduces the frequency of seeking new levies, especially since most revenue comes from fixed outside millage. As part of preparing for a Moody's credit rating review, it was recommended that the Board formalize this carryover goal in writing. Year-end fund balances often occur due to project delays or planning decisions, and while these funds are allocated, they are not always spent by year-end.

Roll call as follows: Joe Rozzi Yes  
Mark Sousa Yes

**Motion to approve the amendment of the Hamilton Township roster as presented.**

Roll call as follows: Joe Rozzi      Yes  
Mark Sousa      Yes

**Motion to approve a three-year employment agreement with Public Works Director Don Pelfrey.**

Roll call as follows: Joe Rozzi      Yes  
Mark Sousa      Yes

**Public Comments**

Mr. Rozzi opened the floor to public comments, to which nobody came forward.

**Administrator's report**

Administrator Wright gave the following updates:

Assistant Fire Chief Berkebile and Parks Manager Nicole Early participated in a Warren County EMA meeting focused on updating the County's Hazard Mitigation Plan. Following the public comment period, a representative from EMA will be invited to brief the Board at an upcoming Trustee Meeting.

Assistant Public Works Director Kris Farmer reported that crews have been replacing dozens of catch basins in neighborhoods scheduled for street repaving. Completing this work in-house ahead of milling and paving has resulted in significant cost savings.

The Junior Police Academy is underway this week, with several dozen young residents participating. Graduation for the program is scheduled for this Friday.

**Trustee Comments**

Mr. Sousa stated that the Township needs better oversight of subcontractors working on utility projects. He believes either the County should be required to notify the Township when these contractors are operating locally, or the Township should implement its own permitting process to ensure awareness. This comes after a recent water-main break caused by a contractor hitting a line in a subdivision, one of several incidents, including a natural gas line strike last year and other utility line issues.

Mr. Wright added that he will work with the Public Works Department to assist in tracking these utility projects.

Mr. Rozzi reminded the public that the next Trustee meeting would be held at 9:00 AM on Tuesday, July 1<sup>st</sup>.

**Executive Session/ Adjournment-**

Mr. Rozzi made a motion with a second from Mr. Sousa to adjourn the executive session at 6:29 PM. in accordance with ORC 121.22(G)(8a) to discuss economic development and ORC 121.22(G)(1) to discuss the employment of a public employee.

Roll call as follows:    Joe Rozzi        Yes  
                                 Mark Sousa    Yes

Mr. Rozzi made a motion with a second from Mr. Sousa to come out of the executive session and adjourn at 7:34 PM.

Roll call as follows:    Mark Sousa    Yes  
                                 Joe Rozzi        Yes