



TRUSTEE MEETING AGENDA 6/18/2025

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 June 4th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 2025-0618A – 2026 Tax Budget
- Resolution No. 2025-0618B- Authorizing Private Sale of Unneeded and Unfit-For-Use Property
- Resolution No. 2025-0618C- Declaring 1233 US Route 22-3 a Nuisance

Motions

- Establish Fund Balance Policy for Carryovers
- Renew Employment Agreement with Public Works Director Don Pelfrey
- Amend the Hamilton Township Roster as Presented

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)(8a) to discuss economic development and ORC 121.22(G)(1) to discuss the employment of a public employee.

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

June 4, 2025

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 6:00 PM. 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 May 21, 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

Public Comments

Mr. Rozzi opened the floor to public comments at 6:01 PM, to which nobody came forward.

New Business

Resolution No. 25-0604A – Lighting District Compensation for Assistant Fiscal Officer

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 25-0604A, a resolution authorizing compensation to the Assistant Fiscal Officer Ellen Horman pursuant to O.R.C.515.12

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

Resolution No. Resolution 25-0604B – Authorizing Special Assessments for Artificial Lighting in Certain Lighting Districts

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0604B, resolution authorizing special assessments for artificial lighting in certain lighting districts.

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

Resolution No. Resolution 25-0604C- Authorizing Issuance of Bonds for the New Public Works Building

Mr. Wright explained that the Township has been planning for a new Public Works Facility to replace outdated buildings at Testerman Park. Thanks to careful budgeting, over 20% of the project cost has been saved to reduce borrowing. The facility will support long-term operations, and bond financing is expected to close in late July, with payments coming from the Gasoline Tax and Road and Bridge Funds.

Mr. Rozzi made a motion with the second from Mr. Cordrey to authorize Resolution 25-0604C, authorizing the issuance of bonds in the amount of not to exceed \$5,500,000 for the purpose of constructing a public works facility, furnishing and equipping the same; improving the site thereof; and acquiring land and interests in land as necessary in connection therewith.

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

Resolution No. Resolution 25-0604D-Establishing a Post-Issuance Compliance Policy

Mr. Wright shared that because the Board plans to use tax-exempt bonds to help pay for the new Public Works Facility, it's a good idea to put a post-issuance compliance policy in place first. This policy just lays out what the Township will do each year to follow federal tax rules. He said it's a smart move to have this done before the bonds are issued.

Mr. Rozzi made a motion with a second from Mr. Cordrey approving a written post-issuance compliance policy in connection with the issuance of tax-exempt and tax-preferred obligations by the Township.

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

Resolution No. Resolution 25-0604E- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0604E-resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

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

Public Comments

Mr. Rozzi opened the floor to the second public comments section at 6:13 PM, to which nobody came forward.

Fiscal Report

Fiscal Officer Ms. Elliott informed the Board that she would miss the next scheduled meeting but would provide a financial report for May to the Trustees.

Administrator's Report

Mr. Wright provided an update on the new aggregate agreement previously introduced to the Board earlier this year. He reviewed the proposed rates, the rationale behind them, and emphasized that this is an opt-out program for township residents. The Township has committed to a 12-month term for the current agreement, with the goal of negotiating a longer-term arrangement in the future.

He also highlighted the recent mass casualty training event held at Little Miami High School, which was successfully conducted by the Township's Fire and Police Departments in coordination with school staff. Several neighboring jurisdictions attended to observe or participate in the exercise. Mr. Wright expressed appreciation for the strong partnership between the Township and the Little Miami School District.

Lastly, Mr. Wright noted that the Public Works Department has relocated the gazebo from the Administration and Police Department campus to Mounts Park. The team disassembled, transported, and reassembled the structure, placing it on a newly poured concrete pad. It is anticipated that the gazebo will see increased use in its new, more accessible location.

Trustee Comments

Mr. Cordrey reminded the public that the Touch-a-Truck event will be held this Saturday from 10:00 a.m. to 2:00 p.m. at Fellowship Baptist Church.

Mr. Sousa expressed his appreciation to the Fire and Police Departments for their efforts in the recent mass casualty training event, noting he was impressed by the level of detail, preparation, and execution that went into the exercise.

The Board also held a discussion with Law Director Ben Yoder regarding the need to establish timelines for undeveloped parcels within the township. The goal is to prevent situations like the Northview development originally approved in 1997 but only now being brought forward from recurring in the future. Additional information will be gathered from legal counsel and the Hamilton Township Zoning Department.

Executive Session-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn the executive session at 6:26 PM. in accordance with ORC 121.22(G)(82) to the sale or lease of property.

| | | |
|-----------------------|----------------|-----|
| 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 and adjourned at 6:53 PM.

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



Office of Township Administrator

6/18/25 Trustee Meeting

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

Motion to approve Resolution 25-0618A- a resolution adopting the 2026 Annual Tax Budget.

The Ohio Revised Code requires that each taxing authority must adopt a tax budget prior to July 15th of each year and submit such tax budget to the County Auditor by July 20th. Failure to adopt a tax budget prior to July 15th and submit it to the County Auditor could jeopardize the Township's share of the local government fund distribution.

The Tax Budget is an estimate of expenditures based on projections updated by Assistant Fiscal Officer Ellen Horman and reviewed by the Board of Trustees and Fiscal Officer. The Tax Budget is prepared in a conservative manner with an emphasis to not inflate revenues or understate expenditures. I appreciate Ellen's work on compiling the document that is submitted to the County Auditor's Office and the input of all members of the leadership team as we work further on drafting the 2026 Budget to present to the Board for consideration this fall.

1. The tax budget is due no later than July 20th to the County Auditor for our best guess at the revenue budget. Then we will have a meeting on August 27th with the County Auditor to tell us what we will be receiving on the property tax portion of the revenue side for 2026.
2. On the inside millage (General Fund 1000 and Road and Bridge Fund 2031) saw significant increases of 18% in 2025 due to the required evaluation by the County Auditor. The gains will be more modest for a few years until the next reevaluation.
3. On the outside millage (Police 2081, Fire and EMS Special Levy 2283 and the New Road Levy 2907) we did not increase the property tax portion. Levy funds that receive outside mills do not grow from inflationary growth. Reduction factors are in place so that property owners do not pay more in taxes for those levies than they did when the levy was first in place. Those levies limit the revenue to the amount originally collected and do not grow when property values increase. It should be noted that the Fire and EMS Special Levy Fund is forecasted to grow at a slightly higher rate since the Fire and EMS District collects property taxes from a larger area, including development that occurs in the Hamilton Township portion of South Lebanon and the Village of Maineville.
4. On the expense side we will look closer once we know what we will be receiving from the County Auditor and that will be our 2026 budgeted revenue.
5. We are forecasting an increase in revenues from the EMS Billing Fund as our population and number of visitors increase the run call volume.

Once the revenue is updated, each fund is reevaluated, Capital Expenditures are updated as needed and each fund is balanced prior to presenting the Capital Budget to the Board of Trustees in the fall. It is important to remember that we are only halfway through our current 2025 Budget and only have data for the first five months of this year.

The three-page exhibit to the Resolution is the Certificate that is sent to the County Auditor.

Other than using the remaining ARPA funds for the restoration work at Mounts Park, we are not anticipating very many capital projects or capital purchases for 2026. Within the Public Works Department, other than items for the new Public Works Facility, capital expenses will be limited to a front end loader used to load salt into dump trucks for snow routes. Items anticipated in Fire & EMS will include replacing two pickups from 2011 and 2012, vehicle lifts for the new mechanic bays in the Public Works Facility, battery operated rescue tools and water rescue and MDC and radio equipment. Within the Police Department, we anticipate one replacement vehicle.

Since the Board decided to pay off the debt two years early on Administration/Police Building, at this time the only outstanding existing debt is from 2018 for Fire Station 76.

A 25-year bond for payment of some of the expenses for the new Public Works Facility will be activated in July. There will be sufficient funds in the old Road and Bridge Fund to make the annual principal and interest payments to pay back that loan.

Motion to approve Resolution 25-0618A- a resolution adopting the 2026 Annual Tax Budget.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on June 18, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO
RESOLUTION NUMBER 25-0618A**

A RESOLUTION ADOPTING THE 2026 ANNUAL TAX BUDGET

WHEREAS, the Fiscal Officer of Hamilton Township has recommended a budget for the year 2026; and

WHEREAS, the Board of Township Trustees of Hamilton Township is desirous of adopting the Annual Tax Budget proposed by the Fiscal Officer providing for receipts and expenditures during 2026;

NOW, THEREFORE, the Board of Township Trustees of Hamilton Township, Warren County, Ohio hereby resolves:

- SECTION 1.** That the Board of Trustees hereby adopt the Annual Tax Budget which is attached hereto as Exhibit A; and
- SECTION 2.** This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action herein were conducted in meetings open to the public pursuant to law.
- SECTION 3.** This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the Township, and therefor this Resolution shall be in full force and effect immediately upon its adoption without further public reading. The reason for the emergency is to provide timely filing of the 2026 Budget.

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

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

Resolution adopted this 18th day of June, 2025.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Sarah J. Sparks, *Asst. 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 June 18, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer

CERTIFICATE OF THE COUNTY BUDGET COMMISSION

The Budget Commission of Warren County, Ohio, hereby makes the following Official Certificate of Estimated Resources for the Township of Hamilton for the fiscal year beginning January 1, 2026.

| Fund Number and Description | | Unencumbered Balance Jan. 1, 2026 | Property Tax | Other Sources | Total |
|-----------------------------|--------------------------------------|---|-----------------|------------------|-----------------|
| 1000 | General | \$2,631,777.36 | \$1,594,260.00 | \$989,246.09 | \$5,215,283.45 |
| 2011 | Motor Vehicle License Tax | \$431,594.56 | | \$115,000.00 | \$546,594.56 |
| 2021 | Gasoline Tax | \$1,512,800.25 | | \$480,580.00 | \$1,993,380.25 |
| 2031 | Road and Bridge | \$2,766,203.98 | \$1,783,980.00 | \$18,000.00 | \$4,568,183.98 |
| 2041 | Cemetery | \$107,373.64 | | \$53,000.00 | \$160,373.64 |
| 2081 | Police District | \$2,547,806.50 | \$3,491,000.00 | \$625,517.97 | \$6,664,324.47 |
| 2221 | Drug Law Enforcement | \$18,422.61 | | | \$18,422.61 |
| 2231 | Permissive Motor Vehicle License Tax | \$650,150.35 | | \$325,000.00 | \$975,150.35 |
| 2261 | Law Enforcement Trust | \$4,434.39 | | | \$4,434.39 |
| 2273 | American Rescue Plan Act | \$1,265,401.41 | | | \$1,265,401.41 |
| 2283 | FIRE and EMS Special Levy Fund | \$2,240,891.21 | \$4,291,000.00 | \$108,500.00 | \$6,640,391.21 |
| 2284 | EMS Billing Fund Opened 2-2015 | \$348,449.78 | | \$814,800.00 | \$1,163,249.78 |
| 2401 | Lighting District | \$14,980.50 | | \$434,022.00 | \$449,002.50 |
| 2907 | Road Levy 2018 | \$291,398.34 | \$1,002,660.00 | | \$1,294,058.34 |
| 2909 | Miscellaneous Special- OneOhio | \$5,543.36 | | | \$5,543.36 |
| 2910 | Kroger TIF | \$1,033,000.37 | | \$91,047.12 | \$1,124,047.49 |
| 4902 | Fire Station 76 Capital Project Fund | | | \$179,540.00 | \$179,540.00 |
| Totals | | \$15,870,228.61 | \$12,162,900.00 | \$4,234,253.18 | \$32,267,381.79 |

The Budget Commission further certifies that its action on the foregoing budget and the County Auditor's estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of the preceding pages, and the total amount approved for each fund must govern the amount of appropriation from such fund.

Date _____

Budget

Commission

Office of the Board of Trustees of Hamilton Township, Warren County, OH

To the County Auditor:

The Board of Trustees of said Township hereby submits its Annual Budget for the year
commencing January 1st, 2026 for consideration of the County Budget Commission
pursuant of Section 5705.30 of the Revised Code.

Leah Elliott
Township Fiscal Officer

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES

| | | Amount Approved by Budget Commission | Amount to be Derived from Levies | County Auditor's Estimate of Tax Rate to be Levied | |
|----------------------------------|------------------|--|--|--|--------------------------|
| | | Inside 10 Mill Limitation | Outside 10 Mill Limitation | Inside 10 Mill Limit | Outside 10 Mill Limit |
| Fund Description | Levy Description | Column I | Column II | Column III | Column IV |
| 1000 - General | | \$1,594,260.00 | | 1.00 | |
| 2031 - Road and Bridge | | 1,783,980.00 | | 1.30 | |
| 2081 - Police District | | | 3,491,000.00 | | 3.00 |
| 2283 - FIRE and EMS Special Levy | | | 4,291,000.00 | | 5.00 |
| 2907 - Road Levy 2018 | | | 1,002,660.00 | | 1.25 |
| TOTAL | | | \$8,784,660.00 | | 9.25 |

HAMILTON TOWNSHIP, WARREN COUNTY

Exhibit of Bonds, Notes, and Certificates of Indebtedness Outstanding January 1st of the Coming Year, and Bond Retirement Fund Requirements for Coming Year.

| Purpose of Bonds and Notes | Authority for Levy Outside 10 mill Limit* | Date of Issue | Due Date | Rate of Interest | (1) Amount Outstanding | (2) Amount Required for Bonds or Principal | (3) Amount Required for Interest | (4) Amount Receivable from Source Other than Taxation | (5) Total Required from General Property Taxes (2) & (3) minus (4) |
|-------------------------------|---|---------------------|-------------|------------------------|------------------------------|---|---|--|---|
| New Fire House | | 09/13/2018 | 12/01/2038 | 3.800 | \$1,756,470.00 | \$110,000.00 | \$69,540.00 | \$0.00 | \$179,540.00 |
| Total | | | | | \$1,756,470.00 | \$110,000.00 | \$69,540.00 | \$0.00 | \$179,540.00 |

*If the levy is outside the 10 mill limit by vote prior or subsequent to January 1st, 1934, enter the word "Vote" and the date of the election. If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.



Office of Chief of Police
6/18/25 Trustee Meeting

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

Motion to approve Resolution 25-0618B- 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 June 18, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-0618B**

**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> |
|-------------|-------------|--------------|-------------------|
| 2004 | GMC | Yukon | 1GKEK63U34J100860 |

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 _____ |

Resolution adopted this 18th day of June 2025.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Sarah J. Sparks, *Asst. 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 June 18th, 2025

Date: _____

Leah M. Elliott, Fiscal Officer



Planning and Zoning Office
6/18/2025 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 25-0618C providing for and authorizing the removal of vegetation, garbage, refuse and other debris at 1233 US 22 & 3, Parcel 1730302005, in Hamilton Township, declaring a nuisance and declaring an emergency.

A violation notice was sent to the property owner on May 12, 2025 requiring removal of the high grass and debris from the property.

A final violation notice was sent to the property owner on May 30, 2025. The certified letter was returned unclaimed.



The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00PM on June 18, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joseph P. Rozzi, Trustee, *Board Chair*
Mark Sousa, Trustee,

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

HAMILTON TOWNSHIP, WARREN COUNTY OHIO

RESOLUTION NUMBER 25-0618C

**RESOLUTION 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**

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:

- 1233 US Route 22-3, Parcel 1730302005

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;

- 1233 US Route 22-3, Parcel 1730302005

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:

- 1233 US Route 22-3, Parcel 1730302005

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.

- 1233 US Route 22-3, Parcel 1730302005

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 _____ |
| Mark Sousa – | Aye _____ | Nay _____ |

Resolution adopted this 18th day of June, 2025

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Sarah J. Sparks, *Asst. 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 June 18, 2025

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator

6/18/25 Trustee Meeting

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

For several years it has been a goal of this Board to budget for annual carryovers of six (6) months of funds for operating expenses for the next budget year. Local governments often state a Fund Balance Policy to ensure continuity of operations and allow for strategic financial planning. The goal is to maintain operational continuity and provide financial flexibility across budget cycles. In addition, since most of the revenue relies on property taxes that are from outside millage levies that do not increase with new valuation, it is sound practice for townships to aim for a reasonable carryover of funds to lengthen the time in between asking the voters to consider new levies.

During recent preparations for our upcoming credit rating with Moody's for our bond rating, it was recommended by counselors that the Township place in writing the Board's goal of having sufficient carryovers from one budget year to the next.

Each year, various Township funds—such as the General Fund, Road & Bridge, Police, Fire & EMS, and Capital Improvement Funds—may have unspent balances at year-end due to project timelines, vendor delays, or strategic financial planning. While these funds are allocated, they are not always fully expended by December 31.

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.



Office of Township Administrator
6/18/25 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. Don Pelfrey's current agreement expires this month, and we have discussed another three-year agreement. This will ensure an appropriate succession plan and have Mr. Pelfrey retire from his active and decorated career as the Hamilton Township Public Works Director.

Motion to approve a three-year employment agreement with Don Pelfrey.



Office of Human Resources
06/18/2025 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.

- On-roll Hunter Bare as Cadet in the Police Department, effective 6/22/25.
- Approve pay rates for non-union employees as presented, effective 7/6/25.

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

It is the current practice for the Board to adopt and renew employment agreements for the Public Works Director position. We have discussed another three-year agreement with Mr. Pelfrey. This will ensure an appropriate succession plan and have Director Pelfrey retire from his active career as the Hamilton Township Public Works Director.