

Hamilton Township Trustee Meeting

August 18, 2021

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:35 p.m. Mr. Cordrey, Mr. Rozzi and Mr. Sousa were present.

The *Pledge of Allegiance* was recited by all.

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the August 4, 2021, Trustee Meeting.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the bills as presented to the Board.

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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:36 pm.

No comments were made; therefore Mr. Cordrey closed the floor to public comments at 6:37 pm.

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to update the active Hamilton Township Employee Roster with the following changes: Hire Mr. Brandon Voris as a Service Worker and Mr. Ronald Peak as a Mechanic II pending successful completion of the hiring process.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above-mentioned roster update.

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

Next, Ms. Krieger requested a motion to approve the following cemetery deed with the Maineville Addition; Ms. Carol Shearer is purchasing lot 49, graves 7 & 8, deed #: 2021-11.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above-mentioned cemetery deed.

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

Public Hearing

Mr. Cordrey made a motion to open the public hearing at 6:38 pm, followed by a second from Mr. Rozzi.

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

Law Director, Mr. Ben Yoder swore in all persons wishing to give testimony for cases included within this public hearing this evening.

Mr. Kraemer began his presentation for the Girl Scouts of Western Ohio Site Plan Review. The legal notice was published in the August 8th publication of *The Pulse Journal of Warren County*. The owner of the property is the Girl Scouts of Western Ohio; the applicant is Bambeck and Vest Associates Incorporated. The spokesperson tonight is Travis Jackson. The address in question for this property is 8551 Butterworth Road, Maineville, OH 45039. The applicant is proposing to construct a 3,647 square foot, one story building which they are calling the Program Shelter. It will have office space, open office space, first aid, storage, supplies, utilities, and restroom facilities. This structure will aid in facilitating the camps at the current 133+ acre site. The majority of the space is the shelter open air shelter space. The plan does not have any additional parking required as there will only be a drop-off and pick-up required. The zoning for this property is R-1 single family residential. Surrounding properties are also zoned R-1 single family. Staff recommends getting confirmation from the Warren County Soil and Water Conservation District on if an Earth Disturbing Permit is required. Staff is recommending approval of the site plan for the Girl Scouts of Western Ohio with the following conditions: compliance with all regulations within the Hamilton Township Zoning Code and meet the requirements of all Warren County partner organizations.

Mr. Cordrey invited the applicant to speak.

Mr. Blake Wayman representing the Girl Scouts stated that this is a supplemental structure to continue their programs. This is the first of three possible shelters throughout Warren County for this organization.

Mr. Sousa asked what the timeline is.

Mr. Travis Jackson with Bambeck and Vest Associates stated that with the permitting processes, they are looking at early November.

Mr. Cordrey invited those wishing to speak in favor or opposition of this development to speak.

No one approached the podium therefore Mr. Cordrey closed the floor to public comments at 6:46 pm to begin public deliberations.

Mr. Cordrey mentioned that this is pretty cut and dry.

Mr. Sousa asked if there are any safety concerns with adding this additional structure. Both Chief's replied with a no.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the site plan as presented for the Girl Scouts of Western Ohio at 8551 Butterworth Road, Maineville, OH 45039.

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

Mr. Cordrey closed the public hearing at 6:48 pm.

Work Session

Mr. Centers explained that we are having this work session this evening for a large list of items. Some of them are follow-ups to topics discussed at the Retreat and some are other pending items that were brought up at different meetings. This is really just an updated but a few items we do need direction on.

-Parking Resolution: Deliberation for this took place at the April Trustee meetings; the draft resolution will be coming to the Board at the September 1st meeting.

-Fire Station 77 Bay Floors: We discussed this at the Retreat; the way the minutes reflect, all of Staff's conversation went from discussing the bay floors to long term planning and the potential to move Public Works down to that building, so we never got a solid direction. We wanted to rediscuss this tonight and knowing that the Board wanted to look into it, we got 3 bids for the project; at that time the lowest and best bid was with Towne Construction Services for \$42,911.88. We contacted them again and with the inflation costs of this year, they came back with an estimate of \$46,974.84. This is arguably the lowest and best quote that we have; if the Board would like to move forward, we also need to know which budget it would come out of. We discussed that it would come out of the General Fund as Mr. Weber mentioned that we had a hefty unencumbered (carryover). We have approximately 1.75 million in reserves (11.4 months) in the General Fund. The Fire Department has 12.2 months or \$2.2 million. If they needed to use their reserves, it would eat away quicker than the General Fund, but we wanted a true direction.

Mr. Cordrey commented on the existing floor conditions and how it is unevenly wearing on the trucks. He believes long term we could use this building for other purposes, so he is fine with the money coming from the general fund.

Mr. Rozzi asked how long this problem has existed?

Mr. Hickey believes that they reinstalled drains and changed the floor to slope around seven years ago.

Chief Reese explained that we rotate the trucks every six months. With the new engine carrying more water, it is a little heavier. They may have to rotate more frequently.

Mr. Rozzi is in favor of doing this as well. Long term this building will serve us for quit a few years. He is okay with money coming from the general fund.

Mr. Sousa feels the same way. He asked if we have done our due diligence with the quality from this vendor?

Mr. Hickey stated that this company has done base repairs, concrete work, and curb work for us. To maintain the drain line, there will be a minor slope still but nothing like the condition of the current floors.

Mr. Weber commented that there are adequate funds for this project to come out of the general fund.

-Economic Development Fund: Mr. Centers mentioned that this was discussed at the Retreat as well and the Board expressed entertaining this but there were no specifics given. The proposal would be a \$50,000 initial investment into a newly created line, with a \$25,000 annual investment into that Economic Development Fund. These monies would only be used at the discretion of the Board so nothing that would be subjected to staff. The real goal would be to not use it every year, but to grow a nice fund to give an incentive if we do need that in the future.

Mr. Cordrey asked Mr. Kraemer if he has seen this used in the past and if so, how does he envision this for the Township and how this could be a benefit as we continue to grow and push Economic Development.

Mr. Kraemer mentioned that he has seen this used in the past at his previous employer. It was mainly used for infrastructure related improvements. A few examples would be creating a turn lane, any repaving needed, creation of sidewalks, landscaping, lighting features, any major renovations, or upgrades to existing structures, maybe some utility work. Things that are clearly visible that the community will benefit from. This could be a way to fill a gap where no TIF, CRA or JEDD exists.

Mr. Cordrey asked for clarification that this is not to fund an entire development, correct?

Mr. Kraemer replied that is correct. This is only to aid in certain development if and when needed.

Mr. Sousa asked why we would not apply this to another tax incentive area such as a TIF or JEDD?

Mr. Yoder commented that there is nothing legally prohibiting that would keep us from incentivizing other tax incentive areas, this is policy preference.

Mr. Sousa commented on allowing this in a TIF area where maybe we want sidewalks, but the developer says no. He would like to see us have as much flexibility as possible for something like this. He is largely in support of this.

Mr. Weber stated that there are obviously advantages from a Township perspective. This can fit in the budget.

Mr. Rozzi asked for examples where this has been used before.

Mr. Kraemer discussed that \$50-60k was used to repave a large parking lot, put in some parking islands, construct better curbing and then they added some sidewalks along Route 4. This incentivized the owner to do the actual rehabbing of the retail strip center with updated paint, windows, etc. Infrastructure is the focus to use these funds.

Mr. Rozzi likes the idea of this. He is unsure about opening it up to areas that are already incentivized like a TIF or JEDD.

Mr. Cordrey thinks that having a TIF or a JEDD should already be incentive enough for areas involved in that. He does like that we can put money in, but we don't have to spend it. He would like to see more detail, but he is big proponent since we are pushing more Economic Development.

Mr. Kraemer reminded that every utilization of these funds would have to go before the Board.

Mr. Cordrey would like to see a proposal first that includes examples as to why we would or would not include TIF or JEDD areas.

Mr. Sousa would hate for us to take it off the table and then a developer say that they do not wish to add touches/spend money on other components that would benefit the Township.

Mr. Rozzi expressed that there are other areas of the Township that can be developed besides the main service corridor. Maybe we could limit the tax incentive areas but not take them off the table completely.

Mr. Cordrey is comfortable with Mr. Rozzi's idea.

Mr. Sousa asked if they could include a component that this would be reviewed every so often?

Mr. Yoder explained that future Boards can modify policies at any time.

Mr. Cordrey asked if we can put specific wording that everything with this fund must come before the Board for spending?

Mr. Centers stated that the direction given will come back in a Resolution so that will be part of it. He then clarified that the direction he has is to open the fund; We will do an initial investment of \$50,000 in the 2022 budget that way we can budget for it this year instead of reappropriating, and then we will add a \$25,000 annual investment each year, and we will remove the Economic Development incentivized areas already from the Resolution.

The Board agreed.

-Assistant Mechanic Position in the Public Works Department: This has not been discussed yet. We have been through 2 mechanics in the last three years. Hiring this most recent Mechanic, who was just on-rolled pending background tonight, we had to put the position out several times as it is difficult to hire right now. The turnover and the workload have continued to build up, so we are asking for a new position.

Mr. Hickey explained that we previously had a service worker that would help out in our Mechanic's shop on Monday's, Wednesday's, and Fridays to offset the mechanic that we had because of the demand that we have. The number of vehicles and equipment that we have, is overwhelming for one mechanic trying to keep things up to par with routine maintenance and other issues that arise. Instead of bringing someone in for just three days, we would like to have someone full time. We do have the workload to justify a full-time position and it would allow the main mechanic to complete some PM work that would need to be done as well.

Mr. Centers explained that it would also relieve the service worker back to the road which is desperately needed.

Mr. Rozzi asked how many pieces of equipment do we have right now?

Mr. Hickey stated that we are at 140. We use the mowers almost every day in the spring and summer. We let them get to around 120 hours before servicing. Oil in cruisers is changed roughly every 5k miles and we are hitting that every 2 months.

Mr. Centers added that we are sending routine maintenance such as brakes and oil changes out because its so overwhelming.

Mr. Rozzi asked what type of documentation goes along with servicing?

Mr. Hickey stated that we do all full service and do a 130-point inspection. We put all notes and dates into our PubWorks program. The benefit of keeping our equipment in house is that the same person is doing the work each time. When it goes to a dealership, a different person could work on it each time, and each person may do things differently.

Mr. Cordrey asked if we will have better success with this job description versus what we have looked at hiring for in the past?

Mr. Hickey explained that our last interview for Mechanic II, brought 2 additional candidates that he would like to pursue if the Board approves this tonight. They did not meet the criteria for the Mechanic II position, but they would be qualifying for the Assistant Mechanic position.

Mr. Sousa expressed concern that the individuals that we had in this role before did not follow through with their certifications and unfortunately that has left Mr. Hickey who is already our Public Works Director and our Assistant Administrator, to pick up the work. He asked if Mr. Hickey's budget can sustain this addition?

Mr. Hickey responded that it can. It holds within the 5-year projection that they did and possibly longer. This individual will be used for snow removal and call-ins as well as mowing. This person would also be trained to take over as the Mechanic II down the road.

Mr. Cordrey thinks it is a good idea as we continue to grow the Township.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve of the Mechanic I position for the Public Works Department.

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

-Mounts Park: Mr. Centers explained that the EPA Mitigation timeline is on track. The most recent development is that the Ohio EPA has reviewed our landfill restoration plan; they made some edits and then reviewed it again before deciding to make it a stream mitigation plan and included an additional permit application. Essentially it has been approved but since they have added an additional permit it needs another review.

Mr. Cordrey asked if we expect any delays in the park opening next spring?

Mr. Centers stated that there will still be construction, but we do not expect any delays to open in April 2022. As of next year, we will be opening the park year-round and then we will only have to do two closures throughout the season for one week in the spring and one week in the fall for general maintenance and safety measures. He reiterated that OrdDesign LLC is on track with the timeline that was presented to the Board at the Retreat.

Next, Mr. Centers brought up the Police Firing Range. It was successfully removed from the park. They have been using an offsite, indoor firing range; with that they have not been able to do all of the training that they used to be able to do with the outdoor space. With the most recent critical incident in the Township, it was brought up how important that outdoor training really is, so we are requesting to reinstate the firing range. Nothing needs to be done to get this up and going again. They would coordinate with the Public Works Department to use the park for training during the two weeks that we would have it shut down for maintenance. In the past, other agencies used this range; that would not be the case this time around. The goal is to get our officers qualified with their trainings.

Mr. Cordrey would like to have a solid cleanup plan in place with the lead and any cars or other objects that they use for training.

Mr. Rozzi likes the idea that we are doing inhouse training.

Mr. Sousa also likes it. He would like staff to explore options to get the firing range out of the park altogether. He mentioned a general first responders training site for both the Police and Fire Departments.

Discussion took place about what an alternative site would look like for a combined training facility.

Next was a discussion about Mounts Park Projects mentioned at the Retreat. So we are looking at mile markers for the trails, memorial trees, placards and benches.

Mr. Hickey brought up the mile markers for the ¼ mile trail; since it is not a long trail, he mentioned maybe getting trailhead markers to distinguish the three different trail styles. The cost of those would be approximately \$310 and would be composite with the Hamilton Township logo and anything else that the Board would like to include on them. We are working with Bill from Greenfield Plant Farm for the trees; he is wanting to do some donations/selling at

discounted rates as well. The placards and tree combo would be approximately \$500. The memorial benches would cost \$698-\$1140 plus the hardware.

Mr. Sousa commented that his idea of the memorial garden was to dedicate an area of the park where they could identify sites with small bushes, perennials or even trees that would not be a taxpayers funded through the Township but more of a family or someone memorializing a loved one with getting a bench, tree, plant, or stone. He would like to have a true garden area whether it be near the lake or a trail or whatever.

Mr. Centers stated that we budgeted money knowing that the Board wanted to invest in Mounts Park so we need to know how they would like to spend that money. The trail markers would probably make the most sense so that we do not put money into mile markers on a ¼ mile trail.

Discussion took place about doing a trail head or trail marker to identify vegetation unique to the park, or historical markings with Mounts information and how the park was saved.

The sunflower field goal was to have a professional company take over and mark the field. After the retreat, we reached out to the first company in April, and they gave a response that they would look into doing it. On July 5th, we received notification that they said it was too late for them to do it which is why we asked them in April. We then went to a different local company, and they responded that they would look into it also. A few days later they committed to it so the Public Works Department spent a time prepping the field and then on August 3rd that company backed out as well saying that it was too late. We researched it and found that even with a short timeframe of a seed that blooms in 50 days, it had gotten too late to plant anything. Ward Thornton has now contracted with us and they have a marking on their calendar that we will do a spring planting and it will bloom approximately 110 days later for a fall timeline.

Mr. Cordrey expressed his frustration with this. He asked if we are confident that we will not run into this again?

Mr. Centers responded that we will not as Ward Thornton has this on their calendar to work with us.

Mr. Rozzi would like to see opportunities for volunteers with this project in the future.

A lengthy discussion on the Mounts Park Baseball Fields was next on the agenda. Ohio Power currently has the contract with Hamilton Township. We have reached out to them four times in writing, 3-4 times with phone calls, in person conversations and we have yet to receiving anything until tonight at 5:00 pm because they knew we were bringing this before the Board, in relation to any payment or finance report which they were required to provide monthly per the contract. Their contract goes until December 31, 2021; it was only a one-year contract, but the assumption was, following the Retreat, that we would take it over or do another one-year contract.

Mr. Sousa expressed his frustration that they blew us off until they felt things were going south. He feels as though they did us a disservice so he would like to terminate the agreement.

Mr. Cordrey would like to see the financials first. This is a youth league, and his opinion is that they are not in this to make a lot of money. He does not want to automatically terminate until everything can be reviewed.

Mr. Centers stated that we were not expecting them to make a large amount of money. Staff's frustration is that they were supposed to provide us reports and they did not. What they ended up providing is fine. Its when they provided it, that is not.

Mr. Rozzi doesn't want to terminate this agreement, but he suggested to not renew this current contract and maybe start to pursue a different one-year contract.

Mr. Sousa would like to look at outside parties and he has no interest in working with Ohio Power. He would like for the Board to have another work session to discuss a long-term field and overall park plan. He is not keen to the idea of putting money into them with little to no return.

Differing opinions were given on the long-term vision for these baseball fields down at Mounts Park.

Mr. Sousa asked if it is fair or reasonable to seek parties to use it for one more year like we did this past year, so that the fields stay usable? He would like to sit down within the next 12 months and really get a firm direction on how this Township should move forward for this park.

Mr. Cordrey mentioned to bid the contract out again, but he would like to give Ohio Power a chance. He would also like a work session to discuss the long-term plan.

Mr. Centers reviewed his understanding for a direction; put out a bid for a one-year contract and discuss a long-term plan at the next retreat?

The Board agreed to that.

-General Updates: Mr. Centers wanted to bring these next items as updates.

The pillars and the boards have been installs for Storybook Stroll at Testerman; we are just waiting for the pages from the actual book. This should be walkable by the end of this month.

Ms. Krieger has been working with the Wreaths Across America Organization for a few months to try to get wreaths put on every Veteran's headstone for the Holiday season. The public works crew and physically counted every Veteran headstone in our cemeteries. It will take some time, but this will be a nice gesture. There will be 132 wreaths in the Maineville Cemetery, 54 wreaths in Hopkinsville and 87 wreaths in Murdoch Cemetery. On December 18th we will have a ceremony to commemorate our Veteran's and place those wreaths.

The Resolution for the Temporary Signs in the Right of Way has been kicked around by this Board. Our Zoning Commission formally initiated the amendment to our Zoning Code last Monday. Now it will go to the Regional Planning Commission for their comments, then will come back to our Zoning Commission to make a recommendation to this Board for approval. We will do a dual public notice and will be brought to the September 15th meeting.

Touch-A-Truck will be held on September 18th from 10am – 2pm at Fellowship Baptist Church.

The County Engineer's held an open house here on Tuesday August 10th in reference to the State Route 48 widening project. It was very well received. We appreciate the staff that participated.

Mr. Weber commented on this open house and stated that attendance is usually dependent on the corridor. This one is already commercial so not as many residents are directly affecting along this route for the construction. This will be worked on in 2023 and 2024. There are a lot of other projects coming in the next few years; the King Ave. bridge in 2022 and 2023. These are all good projects with a lot of federal money spent in the general Hamilton Township area.

Mr. Sousa asked for any new renderings.

Mr. Weber stated that there are some available on the Warren County Engineers website.

The digital signs and cemetery sign construction has begun. The foundations have been set and the signs should be set at the beginning of next week.

The American Rescue Plan Act funds (ARPA) have been applied for and approved. Funds will be distributed in two payments of \$1,243,552.20. Our first payment should be here within the next ten days. We will bring a list of full fund uses.

Mr. Sousa touched on the ARPA funds stating that this is not money from the County; it is money received from the State.

The 2022 budget will be very similar to the pre-liminary budget that was approved. We do not have any major capitals that are pending; that could change. We will bring the first draft to the Board on October 6th for review and input. The second meeting in October we will be moving completely due to absences of the Board, so we do not want to vote on the budget on a non-regularly scheduled meeting. It will be voted on at the first November meeting.

Administrator’s Report

Mr. Centers reminded everyone that Maineville Road will be closed August 23rd-27th.

Fiscal Officers Report

Mr. Weber stated that this is the Fiscal report for the month of July. We are 58% thru the year. We have received 59% of our anticipated revenue which equals a little over \$7.3 million. Our expenditures are at 52% for the year so far. We have a cash balance of \$13.7 million.

Trustee Comments

Mr. Rozzi commented that this was a productive night. All in all, we’re in good shape.

Mr. Sousa mentioned that the ARPA funds are impactful for the Township.

Mr. Cordrey stated that this was a good meeting. He reminded everyone of the Carboard Boat Regatta this weekend, 8/21/21 from 10am – 3pm. He welcomed Kings School students that started back to school. He also mentioned our census numbers and we are marked at just over 27k residents.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 8:24 pm.

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