



TRUSTEE MEETING AGENDA 8/20/2025

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 August 6th Board of Trustees regular meeting.
- Bills before the Board

Guest Speaker- Hazard Mitigation Plan, Warren County Emergency Management Agency

Public Comments

New Business

Resolutions

- Resolution No. 2025-0820A – Declaring 1076 Oak Forest a Nuisance Property
- Resolution No. 25-0820B – Authorizing Private Sale of Unneeded and Unfit-For-Use Property
- Resolution No. 2025-0820C – Adopting the Warren County Multi-jurisdictional Hazard Mitigation 5-Year Plan Update

Motions

- Amend the Hamilton Township Roster as Presented
- Personnel Policy Revisions Sections 6.07 & 7.02

Public Comments

Fiscal Officer's Report

Administrator's Report

Trustee Comments

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

August 6, 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	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

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 July 16, 2025, Trustee Meeting.

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

Public Comments

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

New Business

Law Director Benjamin Yoder explained the process for the public hearings and asked anyone testifying or wanting to comment on the three public hearings to raise their right hand, the oath was administered.

Public Hearing: Text Amendment- Institutional Housing Chapter 4 & Chapter 7

Cathy Walton presented a text amendment request to Chapter 4 and Chapter 7 of the Hamilton Township Zoning Resolution. The proposed amendment seeks to allow Institutional Housing as permitted use within the B-2 (General Business) District and to revise the parking requirement to one space per bed.

Ms. Anne McBride addressed the Board to explain the proposed text amendment. She noted that the definition of Institutional Housing has changed over time and now often refers to short-term care facilities for individuals recovering from surgeries like hip or knee replacements. These modern facilities differ from traditional nursing homes by offering private rooms, more frequent visitors, and higher staffing needs. As a result, the amendment proposes updating the parking requirement from one space per three beds to one space per bed and permitting Institutional Housing in the B-2 district, rather than limiting it to residential zones.

After closing the public hearing with no one coming forward in support or opposition the Trustees agreed the proposed changes made sense, both in allowing Institutional Housing in the business district and in updating the parking space requirement.

Resolution No. Resolution 25-0806A – Approving Text Amendments for Institutional Housing

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0806A, a resolution adopting text amendments to chapters 4 and 7 of the Hamilton Township Zoning resolution.

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

Public Hearing: Stage 2 PUD- 0 Grandin Road., Maineville OH 45039 (Arbors East)

Cathy Walton presented the Stage 2 Planned Unit Development (PUD) proposal for a 59.66-acre site located at 0 Grandin Road, submitted by Beavercreek Development, LLC. The plan includes 123 single-family residential lots zoned R-3 and two industrial lots zoned M-1. The site, located adjacent to the Arbors at Grandin Pond development, features three planned roadway connections to integrate with surrounding areas. Cathy also addressed proposed setbacks, landscaping plans, and stormwater management strategies for the development.

Following the presentation, Mr. Rozzi invited the applicant to speak. Mr. Ed Farruggia, representing Beavercreek Development, acknowledged concerns raised by property owners south of the site and reaffirmed that a 15-foot buffer will be maintained along that edge of the property. In response to questions about the project timeline, Farruggia stated that construction will begin on the west side of the site near South Lebanon and progress toward the planned connector road. When asked by Mr. Sousa whether the roads would be public or private, Farruggia confirmed that all roads will be public and dedicated to the township upon completion.

After nobody came forward in support or opposition the public hearing was closed.

Resolution No. Resolution 25-0806B- Approve Stage 2 PUD for 0 Grandin Rd. (Arbors East)

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0806B- a resolution approving a Planned Unit Development (PUD) District Stage 2 preliminary plan for

approximately 59.6603 acres for the property located at 0 Grandin Road (parcel 1605100015), Hamilton Township, Warren County, Ohio 45039.

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

Public Hearing: Stage 2 PUD- 421 St. Rt 22 & 3, Maineville OH 45039 (Northview Farms)

Ms. Walton presented a Stage II Planned Unit Development (PUD) application for a multi-family project located at 421 State Route 22 & 3, Maineville, Ohio 45039. The site is part of a larger 181.196-acre mixed-use development that received Stage I PUD approval on February 12, 1997. Of the total acreage, 143.1 acres were rezoned to R-3 PUD. Four previous Stage II PUDs have already been approved: Indian Lake, The Reserves at Indian Lake, Indian Lake Commercial Southwest, and Alexander Pointe.

The current proposal applies to a 19.015-acre portion within Area D, which is designated for multi-family housing with a maximum allowance of 288 units. The applicant is proposing 220 units, bringing the total number of units built to 740, remaining well within the overall cap of 951 units (5.4 units per acre). All units will exceed the minimum dwelling size requirement of 400 square feet.

Ms. Walton also noted that setback requirements have been revised in accordance with updated Warren County standards. Her presentation included details on landscaping, stormwater management, and the layout of buildings and amenities. Additionally, a request has been made to reduce the number of required parking spaces; however, the proposed reduction falls within the 15% decrease permitted by code.

Mr. Cordrey asked about potential traffic impacts on Willow Pond Road, particularly with no direct access to and from State Route 48. Mr. Sousa inquired whether there were any issues with fire vehicle access. Chief Jewett confirmed that all requirements had been met and the plan was approved by Fire Inspector Sanders.

The applicant was invited to address the Board. Mr. Ross Merder provided an overview of the project, explaining that the smaller unit sizes, primarily one- and two-bedroom layouts, are designed to appeal to young professionals and empty nesters. He noted that the design typically does not attract families with school-aged children, resulting in minimal anticipated impact on the school system. Mr. Merder also stated that the project has generated retail and commercial interest in nearby properties.

Mr. Rozzi opened the floor for supportive comments, but none were given. He then invited those opposed to speak. Ms. Wanda Seyler expressed concern about the increasing population and new developments in the community, as well as the potential effects on the school system. Ms. Gene Summers, who lives in an adjacent neighborhood, noted existing congestion on Willow Pond Road and recommended installing a traffic light at its intersection with State Route 48. Mr. Steve

Blow also addressed traffic conditions and suggested widening Willow Pond Road to accommodate both current and future volumes.

Mr. Cordrey asked the project engineer and applicant why access from State Route 48 had been denied. Engineer John Delverne stated that he did not believe such access had been requested. Public comments were then closed, and the Board began deliberations. Trustees agreed that the Traffic Impact Study (TIS) would determine whether a traffic light is necessary and expressed the view that ODOT should be strongly encouraged to make that recommendation if warranted. The TIS will be reviewed when the applicant returns with the Stage 3 PUD request. Mr. Sousa added that TIF funds could potentially be used to improve infrastructure along Willow Pond Road.

Resolution No. Resolution 25-0806C- Approve Stage 2 PUD for 421 Rt 22 & 3 (Northview Farms)

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0806C, a resolution approving a Planned Unit Development (PUD) District Stage 2 Preliminary Plan for approximately 19.015 acres for the property located at 421 South State Route 22 & 3 (Parcel 1605400059), Hamilton Township, Warren County, Ohio 45039.

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

Resolution No. 25-0806D- Increase Appropriations in the Fire & EMS Special Levy Fund, Public Work Fund, and Police District Fund

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 25-0806D, a resolution approving an increase in township appropriations in the Fire & EMS Special Levy Fund, Public Works Fund, and the Police District Fund to reconcile budgets for the calendar year 2025.

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

Resolution No. 25-0806E – Authorizing Private Sale of Unneeded and Unfit-For-Use Property

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 25-0806E, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

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

Motion – Purchase Fire Department Training Door

Chief Jewett explained that the door is designed to simulate various types of residential and commercial doors and locks used by fire departments. It provides realistic training scenarios to help firefighters not only improve response times but also minimize property damage. The door will be housed at Station 76 but is fully mobile for use at other locations.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the purchase of training doors, locks, attachments and shipping of equipment from Forged Fire and Company in the total amount of \$13,615.

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

Motion- Purchase Three Police Cruisers and Equipment

Mr. Wright stated that in 2021, the Hamilton Township Police Department acquired six Chevrolet Tahoe PPVs. Three have since experienced major engine failures, causing extended downtime. With the remaining vehicles nearing the end of warranty coverage, the Department requests approval to purchase three 2025 Chevrolet Tahoe PPVs to maintain fleet reliability. One replacement was planned for the 2026 budget; however, due to current circumstances, we seek to advance that purchase to 2025.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the purchase of three Chevrolet Tahoe 4WD PPVs from Tim Lally Chevrolet in the total amount of \$155,559; installation of three sets of emergency lighting systems from Tri-State Public Safety in the total amount of \$56,880; upfitting from CDW in the total amount of \$18,954; radars from Stalker in the total amount of \$9,030; and Vivid Wraps in the total amount of \$13,200; and the purchase of three Sig Sauer M400 firearms in the total amount of \$3,175.68.

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

Public Comments

Mr. Rozzi opened the floor for public comments at 7:03 PM.

Mr. Rodger Cabel raised concerns about the paving work on Foster-Maineville Road, stating that the job was poorly done. He asked who was responsible and whether there were plans to repair it. Mr. Pelfrey explained that the patchwork was related to utility work and clarified that Foster-Maineville Road is under Warren County's jurisdiction, not the Township's. As such, the Township does not have the authority to repave it.

Mr. Don Hahm inquired about the timeline for repaving Ascot Drive, noting that he has lived there since 2001 and the road has never been repaved. Mr. Pelfrey and the Board explained that both the township and Warren County conduct regular road ratings to determine whether roads are suitable for poly patching or full repaving. Mr. Pelfrey noted that the section where Mr. Hahm lives is the newer portion of the street, which has received poly patching. Because patching and full paving are costly, the Township aims to avoid duplicating efforts. He anticipates that Ascot Drive will likely be repaved within the next few years.

With no further comments, Mr. Rozzi closed the public comment portion at 7:10 PM.

Administrator's Report

Mr. Wright reported that the Fire & Rescue Department's replacement tanker truck is nearly complete, with delivery expected in October. The department is hosting a rope rescue course locally, made possible through free training received from Great Oaks Career Centers, and will soon offer on-site Fire Officer classes that will allow the Township to recover costs by charging other departments.

In Public Works, the installation phase of Duke Energy's gas pipeline replacement project is finished, and restoration work will now begin. Additionally, the annual street resurfacing program has been completed ahead of the new school year.

The Police Department has already put its new drone to effective use, assisting in missing person cases and monitoring suspicious activity in some of the Township's most remote areas.

Mr. Wright also extended special thanks to Richard and Cathy Oeder for their generosity in hosting numerous community events at Oeder Lake.

Trustee Comments

Mr. Cordey shared that he attended National Night Out, and although the event was cut short due to rain, there was still a great turnout. He expressed his thanks to the residents who attended, Township staff, Rozzi Fireworks, and the Oeder family for their contributions. He also reminded everyone that the Boat Regatta will take place on August 16th at Oeder Lake.

Mr. Sousa noted that both school districts will be back in session next week and encouraged residents to allow extra travel time with school buses back on the road and to drive carefully, keeping an eye out for children.

Executive Session-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn the executive session at 7:14 p.m.in with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees, ORC 121.22(G)(2) to discuss the sale or leasing of property, and ORC 121.22(G)(8a) to discuss economic development.

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 adjourn at 8:22 p.m.

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



Planning and Zoning Office
8/20/2025 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 25-0820A providing for and authorizing the removal of vegetation, garbage, refuse and other debris at 1076 Oak Forest Drive, Parcel 1730354029, in Hamilton Township, declaring a nuisance and declaring an emergency.

A violation notice was sent to the property owner on June 26, 2025 requiring removal of the high grass and debris from the property.

A final violation notice was sent to the property owner on July 15, 2025.





The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00PM on August 20, 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 25-0820A

**RESOLUTION PROVIDING FOR AND AUTHORIZING VEGETATION CUTTING
AND TRASH REMOVAL AT 1076 OAK FOREST DRIVE, PARCEL 1730354029, 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:

- 1076 Oak Forest Drive, Parcel 1730354029

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 property in Hamilton Township is hereby declared to be a nuisance;

- 1076 Oak Forest Drive, Parcel 1730354029

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:

- 1076 Oak Forest Drive, Parcel 1730354029

Section 4. The owners of the following property 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.

- 1076 Oak Forest Drive, Parcel 1730354029

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 20th day of August, 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 August 20, 2025

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Chief of Police
8/20/25 Trustee Meeting

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

Motion to approve Resolution 25-0820B- 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 August 20, 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 25-0820B**

**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>
2017	Ford	Fusion	3FA6P0HD0HR167151

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 20th day of August 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 August 20, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
08/20/25 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Administrator.

Motion to approve Resolution 25-0820C- a resolution adopting the Warren County Multi-jurisdictional Hazard Mitigation 5-Year Plan Update.

The Warren County Emergency Management Agency recently completed the five-year update of the County Hazard Mitigation Plan. The process was a six-month, public process that solicited participation for every jurisdiction in the County and from the public. Members of the Hamilton Township leadership team participated in the process by completing updates of data and participation in several meetings. For Hamilton Township to remain eligible for mitigation grants and disaster relief assistance the Board needs to adopt a resolution prior to November 5, 2025.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on August 20, 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 25-0820C**

**A RESOLUTION ADOPTING THE WARREN COUNTY MULTI-JURISDICTIONAL
HAZARD MITIGATION 5-YEAR PLAN UPDATE**

WHEREAS, Warren County has experienced severe damage from several natural hazards on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety; and

WHEREAS, the Warren County Emergency Management Agency desires to be compliant with the Disaster Mitigation Act of 2000 and 44 CFR Section 201.6(d)(3). Said Act requires that a Hazard Mitigation Planning Program criteria be developed in order for the participating Warren County communities and unincorporated areas of Warren County to be eligible for future pre-disaster and post-disaster Hazard Mitigation Grant Program (HMGP) funding.

FURTHER, the mitigation planning regulation at 44 CFR section 201.6(d)(3) states:

A local jurisdiction must review and revise its Hazard Mitigation Plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within five (5) years in order to continue to be eligible for mitigation project grant funding.

WHEREAS, the Warren County Emergency Management Agency has established the Warren County Hazard Mitigation Planning Committee and they have, through an organized planning process, identified local problems and mitigation activities to help reduce hazards, damages, and loss of life during a natural hazard event; and

WHEREAS, the 2025 5-year plan update recommends many hazard mitigation actions that will protect the people and property affected by the natural hazards that face Warren County; and

WHEREAS, the Warren County Hazard Mitigation Committee held monthly public planning meetings from January 2025 through June 2025 to review and revise the plan as required by law; and will hereby be implemented, monitored, evaluated, and updated annually by the Warren County Hazard Mitigation Committee. The Warren County Board of

Commissioners will be the public authority to promote and oversee the continued maintenance of this plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hamilton Township, Warren County, Ohio, the majority of all members elected thereto concurring, that:

Section 1: The Warren County Hazard Mitigation 5-Year Plan Update is hereby adopted as the official Multi-Jurisdictional Plan of Warren County, Ohio. By participating in the Warren County Plan and county planning process, Hamilton Township will be eligible to submit applications for Hazard Mitigation Grant Program funding

Section 2: The Warren County Emergency Management Agency has entered into an agreement, in the manner provided by law, under the Ohio Revised Code, as amended, and has the power to coordinate and unify the comprehensive emergency management activities of the participants, thereof, including the various municipal corporations and the unincorporated jurisdictions of Warren County, Ohio, and

Section 3: The respective County, City, Village and Township officials identified in the strategy of the 5-Year Hazard Mitigation Plan Update are hereby requested to participate in addressing the recommended mitigation actions assigned to them. These officials will report annually on their hazard mitigation activities, accomplishments, and progress to the Warren County Hazard Mitigation Committee under the direction of the Warren County Board of Commissioners.

Section 4: 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 P. Rozzi -	Aye _____	Nay _____
Mark Sousa -	Aye _____	Nay _____

Resolution adopted this 20th day of August 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 August 20, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Human Resources
08/20/2025 Trustee Meeting

The following motions are requested of the Board of Hamilton Township Trustees from the Human Resources Manager:

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

- Off role Public Works administrative assistant Christina Hailey effective 08/20/2025.

Motion to approve a revision to the Township Personnel Policy Manual, Section 6.07 Military Leave as presented, effective 08/20/2025.

- The revision to the Military Leave policy is to bring the policy into alignment with using the federal fiscal year instead of a calendar year. Ohio also uses the federal fiscal year for military purposes.

Motion to approve a revision to the Township Personnel Policy Manual, Section 7.02 Use of Vehicles as presented, effective 08/20/2025.

- The revision to the Use of Vehicles is to bring the Township policy on vehicles into compliance with the Ohio Plan insurance policy and guidelines.
- Employee Motor Vehicle Record checks to be conducted annually at a minimum has been added to bring the Township's policy into compliance with the Ohio Plan insurance policy and guidelines.
- Township Provided Vehicles was added to differentiate between Personal Use Vehicles which are subject to IRS regulations and taxable as a fringe benefit and Qualified Non-personal Use Vehicles, which are not taxable. Currently, all vehicles provided to employees are classified as non-personal use vehicles; due to employee's responsibilities to respond directly from home to an emergency situation or for Township business.

MILITARY LEAVE

SECTION 6.07

- A. Active Duty Leave — Military Leave is governed by both state and federal laws. In general, any employee with more than 90 days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States, shall be granted a military leave of absence without pay. If not accepted for active duty, the employee shall be reinstated to the employee's former position without loss of seniority or status or reduction in pay. Employees who complete their active duty obligation (without voluntarily re-enlisting or extending that obligation) are entitled to their previous position within 30 days after their written request, provided such request is submitted within the statutorily required period following discharge or release from active duty. If temporary physical disability precludes the employee from performing the previous job, the employee shall be allowed up to one (1) year from the date of application to overcome such disability and return to work. Employees returning to previously held positions under these provisions shall receive credit for military service in areas affecting seniority status, rank, rating, increments, qualifications, etc., as though they had been continually employed.
- B. Military Reserve Leave — R.C. 5923.05 requires that permanent public employees, who are members of Ohio National Guard, Ohio Organized Militia, or other reserve components of the armed forces of the United States be authorized up to 176 hours of leave without loss of pay per federal fiscal year for military duty or training. This payment is in addition to the gross uniformed pay and allowances the employee receives from the military.
- C. Military Reserve Leave In Excess Of 176 Hours — Any permanent public employee called to military duty for a period in excess of the 176 hours because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the governor pursuant to R.C. Section 5919.29, is entitled to be paid the difference between the employee's gross monthly wage or salary and the gross uniformed pay and allowances up to \$500.00 per month. If the gross uniformed pay and allowances equals or exceeds the employee's regular gross monthly wage or salary normally paid by the Employer, the employee is not entitled to any additional compensation from the Employer after being compensated for the initial 176 hours per federal fiscal year.
- D. Request For Leave — Employees are required to submit to the Employer a copy of the published orders authorizing the military duty or a written statement from the appropriate military commander authorizing such duty.

USE OF VEHICLES

SECTION 7.02

A. DEFINITIONS

1. Township Vehicle: As used in this regulation Township vehicle means any vehicle, which is owned, leased or otherwise hired by the Township.
2. Driving as a necessary part of routine job duties: The phrase “driving as a necessary part of routine job duties” or phrases of similar import, as used in these regulations, refers to those employees whose job description, or whose essential functions require the operations of a motor vehicle in order to perform those functions.
3. Incident: An incident as used in these regulations refers to an event, which results in any damage to a Township vehicle or personal vehicle while performing Township business, where the vehicle is not disabled.
4. Accident: An accident is defined for purposes of these regulations as an event in which disabling damage to a Township vehicle or personal vehicle while performing Township business occurs or where an injury is treated away from the scene. Disabling damage occurs when any vehicle involved is towed from the scene or receives damage, which prohibits its use for a period of time.

B. GENERAL REGULATIONS

1. The driving of a Township vehicle is a privilege and the driving of a personal vehicle while on Township business is an event of trust and impacts upon the risk management of the Township. The Township recognizes that it must take steps to decrease the risk of those employees who have poor driving histories driving on Township business. Employees must continuously recognize that they are a constant, and visible, official representative of the Township and that they should drive and conduct themselves to enhance the good reputation of the Township.
2. When driving a vehicle on Township business is not a necessary part of routine job duties, the Employer or the appropriate departmental official has the authority to reassign driving duties when he/she determines that such reassignment is in the best interest of the Township.
3. Township vehicles and personal vehicles being used while conducting Township business are not to be used other than to transport individuals transacting Township business. Passengers and third persons not on official Township business are not permitted in Township vehicles nor in personal vehicles being used in the course of Township business without prior written authorization from the appropriate departmental official.
4. All applicable motor vehicle laws must be adhered to at all times. Seat belts are to be worn while either operating or riding as a passenger in the vehicle. Traffic fines and arrest for illegal or improper use or operation of vehicles are the sole responsibility of the employee. Failure of any employee to operate a Township vehicle or personal vehicle while conducting Township business in a safe and

prudent manner or involvement of such employee in preventable motor vehicle accident for which he/she is at fault, may subject such employee to disciplinary action.

5. The Township is insured for liability resulting from bodily injury and/or property damage caused by a driver of a Township-owned or Township-leased vehicle. A privately-owned vehicle being operated on behalf of the Township, Ohio law requires the owner of the vehicle, not the Township, to assume “primary liability.” Without limitation of the rights of the Township to deny defense and indemnification of the Township employees involved in motor vehicle accidents pursuant to Ohio Revised Code Chapter 2744, employees involved in motor vehicle accidents are required to pay any insurance deductibles for damages sustained to Township vehicles if such accident occurred while the employee was not engaged in the performance of official job duties or other activity authorized by the employee’s appropriate departmental official.
6. Operation of a Township vehicle or personal vehicle while conducting Township business is strictly prohibited within four (4) hours after having consumed an alcoholic beverage or controlled substance, including adult use cannabis and any marijuana, or anytime one’s ability to safely operate may be adversely affected due to the usage. A physician’s approval is required for an employee’s use of prescribed medication prior to the use of a Township vehicle or personal vehicle while conducting Township business. Employees shall inform their department head or designee of the use of all prescription medications which may affect the employee’s ability to operate a vehicle. If any employee is one of whom driving is a necessary part of routine job duties, such employee shall, at the request of his/her department head or designee, be required to take sick leave if a physician’s approval is not obtained.
7. Any employee involved in an incident or an accident, as defined in Section A, shall report such incident or accident immediately to his/her department head or designee. A written report of the incident or accident shall be completed by the employee as soon as practicable, but in no event later than twenty-four (24) hours following the incident or accident, unless the employee is physically unable to do so. Failure to report a motor vehicle incident or accident as required herein may subject such employee to disciplinary action, up to and including, termination.
8. An employee’s driving privileges on behalf of the Township may be suspended, revoked, or the duties reassigned anytime for reasons such as, but not limited to, a poor driving record revealed by a records check, non-insurability of the employee, or involvement in at-fault or preventable incidents or accidents while on Township business.
9. All employees should consult departmental policies which may be in addition to those contained herein, as well as those policies which pertain to those employees who are required to maintain a Commercial Driver’s License as a requirement of their job duties.

C. ADDITIONAL REGULATIONS:

In addition to the requirements set out above, those employees for whom driving is an essential function or a necessary part of job duties are subject to the following:

1. It is the responsibility of each employee who is required or assigned to operate a Township vehicle or personal vehicle while conducting Township business to maintain a driving record that allows the employee to be fully covered by liability or other insurance policy whether maintained by the Township or personally. All employees for whom driving is a necessary part of routine job duties, must maintain and will be required to offer proof of insurance, with minimum limits of liability of one of the following:
 - a. Minimum limits of \$100,000 per person and \$300,000 per occurrence for bodily injury liability and minimum limits of \$50,000 for property damage liability; or
 - b. Combined single limit for bodily injury and property damage of \$300,000
2. All current employees for whom driving is a necessary part of routine job duties are strongly encouraged to maintain insurance with the aforesaid minimum limits of liability. Injury to Township personnel while on Township business is covered by Workers' Compensation. If the Township is notified by an insurance carrier that the driving record of any such employee is not acceptable for full insurance and/ or liability coverage, such employee may be suspended without pay until his/her driving record is acceptable to the insurance carrier. Prolonged periods of un-insurability may result in the employee's termination.
3. Failure of an employee to obtain, renew, and / or maintain a current and valid driver's license with proper endorsements (e.g., CDL) may subject such employee to suspension or termination.
4. In addition to the provisions of this policy, the Township shall retain the right to implement disciplinary action for any events that create the non-insurability of the employee.
5. Employees must report any and all incidents, charges, convictions, suspensions, revocations, and accidents to their department head or designee, who shall promptly forward a written report to the Human Resources Manager.
6. Should an employee subject to this Section have his/ her driver's license suspended or revoked by any court or administrative agency, he/she may be suspended without pay until such suspension or revocation is rescinded. Prolonged periods of driver's license suspension or revocation may result in the employee's termination.

D. TOWNSHIP PROVIDED TAKE HOME VEHICLE:

1. Personal Use of a Township Vehicle:

- a. Employee may be authorized, by the Township Administrator, to drive a Township vehicle. The Internal Revenue Service (IRS) publishes regulations on the taxation of fringe benefits, including personal use of an employer-provided vehicle. Personal use of an employer-provided vehicle, including commuting between the employee's residence and work location, is taxable to the employee, unless otherwise excluded by the IRS. The value of such personal use, determined under one of the rules provided by the IRS, shall be included in the employee's income.
- b. Personal use of the Township vehicle will result in additional gross income and will be reported to the federal, state, and local governments. This amount is not earnable salary under the Ohio Public Employee Retirement System or Ohio Police & Fire.
- c. The Township may, at its sole discretion, rescind the ability to use a Township vehicle for personal use at any time.

2. Qualified Non-Personal Use of a Township Vehicle:

- a. Employee may be authorized, by the Township Administrator, to drive a Qualified Non-Personal Use Township Vehicle, due to employee's responsibilities to respond directly from home to an emergency situation or for Township business. Use of a Qualified Non-personal Use Vehicle, including commuting, is excludable from taxable income of the employee; and recordkeeping and substantiation by the employee are not required by the IRS.
- b. Employee shall not use the Township vehicle for personal purpose; except for light, de minimis personal use along employee's commute between the office and home.
- c. The Township may, at its sole discretion, rescind the ability to use a Township vehicle for personal use at any time.

E. MOTOR VEHICLE RECORD:

Motor Vehicle Record (MVRs) shall be obtained at the time of hire and at minimum annually thereafter. As a condition of employment, all current and prospective employees whose job require

them to operate a vehicle as part of their assigned duties and responsibilities are required to maintain a valid driver's license with applicable certifications and/or endorsements and to sign a release permitting the Township to check their driving records with the Bureau of Motor Vehicles of the relevant states (Ohio, Kentucky, Indiana, etc.)

1. Duty to Report Charges / Citations / Convictions / Suspensions / Revocation:

- a. Employees who are cited for or charged with any moving violation, must report these offenses to the department head or designee within twenty-four (24) hours of being charged or cited.
- b. Employees who receive an order or notification that their driver's license has been revoked or suspended pursuant to an Administrative License Suspension (ALS), Bureau of Motor Vehicles suspension/revocation, court-ordered suspension/revocation, or any other suspension/revocation must notify the department head or designee within twenty-four (24) hours of receipt of a verbal or written suspension/revocation order or notification. Under no circumstances may an employee operate a Township owned vehicle or a personal vehicle on Township business while the employee is subject to a driver's license suspension/revocation, unless the employee has been granted driving privileges during work by a court of jurisdiction and has received written authorization to drive for Township business from the Township Administrator.
- c. Employees who fail to report/notify their department head or designee of a citation, charge, conviction, and/or driver's license suspension/revocation shall be subject to disciplinary action, up to and including, termination.
- d. Employees whose driving offences, while both on the job and personnel driving, violate the Township's insurance carrier's guidelines and deemed unacceptable will immediately be prohibited from driving any vehicle in the performance of their job responsibilities. As such, if this then prevents the Employee from performing their job tasks and duties, Employee shall be subject to disciplinary action, up to and including, termination.

2. Temporary Reassignment / Disciplinary Action:

- a. Upon notification that an Employee's driver's license is unacceptable or suspended/revoked, the Township shall immediately place the Employee on non-driving duties or suspended without pay until such time as the Township determines that: (a) the Employee may perform their duties without driving; (b) the Employee may perform their duties without driving during the pendency of

criminal or other charges; (c) the Employee cannot perform their duties without driving; or (d) the charges are sufficiently severe to warrant disciplinary action up to and including termination.

- b. The determination of whether to take disciplinary action up to and including termination against an Employee whose driver's license is unacceptable or to assign Employee to non-driving duties during the pendency of criminal or other charges shall be within the sole discretion of the Township.
- c. In the event the Township assigns non-driving duties during the pendency of criminal or other charges, the Township shall reassign the Employee to their normal duties upon their acquittal of the criminal or other charges against them so long as the insurance carrier will insure the Employee to drive Township owned vehicles or a personal vehicle on Township business. In the event the Employee is convicted of the charges against them, the Township shall determine whether the Employee shall be disciplined up to and including termination.