



TRUSTEE MEETING AGENDA 8/21/2024

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 7th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 2024-0821A – Approving a Site Plan with Conditions For 148 Towne Center Boulevard, Out Lot 2
- Resolution No. 2024-0821B – Approving A Planned Unit Development (PUD) District Stage 2&3 Preliminary and Final Plan For 280 Dwire Rd
- Resolution No. 2024-0821C – Establishing No Engine Brake Designated Areas Within the Township
- Resolution No. 2024-0821D– Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Motion –

- Approve the Hamilton Township Roster as Presented
- Approve Contract for Services with Impact Group

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.

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

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *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

Cathy Walton-Director

Phone: (513) 683-8520

Parks and Recreation

Nicole Earley-Director

(513) 683-5360

Hamilton Township Trustee Meeting

August 7, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:00 p.m. Mr. Cordrey, Mr. Rozzi and Mr. Sousa were present.

Roll call as follows: Darryl Cordrey
 Joe Rozzi
 Mark Sousa

The *Pledge of Allegiance* was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal as the Official Meeting Minutes of the July 17, 2024, Trustee Meeting.

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

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

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

Public Speaker- Judge Gary Loxley and Judge Rob Fischer, Warren County Court

Judge Loxley presented a comparative analysis of criminal, civil, probation, and traffic cases from 2019 to 2023. He highlighted two current issues in the county: distracted driving and strangulation.

Starting in April 2023, new codes for distracted driving were enacted and began enforcement in October 2023. For a first offense, the penalties include a \$250 fine and two points on the driver's record. A second offense within two years can lead to a maximum fine of \$250 and three points. A third violation can result in four points, a fine up to \$500, and a suspension of up to 90 days.

Additionally, as of April 2023, strangulation has been classified as a felony in Ohio, making it the last state to adopt this classification. Strangulation is defined as covering the nose or mouth, neck, or throat to obstruct airways.

Judge Loxley introduced the Veterans Court Docket. This docket offers veterans with probationary offenses the option to transfer to an intensive probation program designed specifically for veterans. This voluntary program, which can last between 18 months and five years, focuses on rehabilitation and support for veterans.

Judge Fisher: Continuing with current issues, it's important to distinguish between expungement and sealing of records. Sealing of records limits access to them, while expungement completely removes them from public view. The purpose of these changes is to enhance opportunities for employment and housing, allowing individuals with prior offenses to move forward with their lives and receive a second chance.

The court system aims to address public perception by adhering strictly to the law and treating everyone with respect and fairness, regardless of their status or position.

In other updates, Brighton Smith is the sole candidate for the position of Warren County Clerk of Court, and he will appear on the November election ballot without any opposition.

Additionally, a new courthouse is set to be constructed, with the projected completion date in late summer or fall of 2025.

Judge Fischer specializes in the Success Docket, a mental health program designed to support probationers in achieving success through education, employment, and stable housing. The program currently has 18 participants and has celebrated the graduation of four individuals in 2024.

Public Hearing – McDonalds Site Plan Review

Ms. Cathy Walton, Zoning Director, presented the site plan review, located at 148 E. Towne Center Boulevard, out lot 2, Hamilton Township, OH 45039. The Property Owner is Kroger Limited Partnership. Legal Notice was published in the July 28th, 2024, edition of *The Journal News*. Notices were mailed to all property contiguous to, and directly across the street from the area of the proposed site plan.

Permit Solutions has submitted a site plan review request on behalf of McDonald's, LLC for the construction of a 3,694-square-foot fast food restaurant. The staff recommends approving the site plan, provided that it complies with all regulations outlined in the Hamilton Township Zoning Code and meets the requirements of all Warren County partner organizations.

Mr. Cordrey inquired about access on and off State Route 48.

Ms. Walton confirmed access will be from Kroger and not State Route 48.

Mr. Cordrey invited the applicant to come forward to address the Board.

Mr. Greg Cook: Civil Engineer for the project. Working with Warren County to address water and sewer and with Kroger to tie into their walkway.

Mr. Cordrey questioned if this location would be franchised or corporate?

Mr. Sousa stated more than likely will be franchised.

Mr. Cook was not sure.

Open the floor to public comments at 6:32 pm

Mr. Charles Lape came forward opposed to the project. Over a 100 people reacted to the idea of McDonalds on a Facebook page not in favor. He feels that Hamilton Township is turning into Fields Ertle and the trustees can limit the amount of fast food. Curious if a traffic impact statement was constructed and what impact it has on the water mains.

Mr. Cordrey and Mr. Rozzi expressed observing the growth and noted that Hamilton Township has limited commercial properties and enforces a very strict zoning code, but commented that townships cannot pick and choose among specific businesses in commercial-zoned districts.

Mr. Wright: He does not disagree and actively engages with developers, aiming to encourage local food trucks to transition into permanent brick-and-mortar locations. The Urban Service Boundary helps protect the township's rural areas.

Mr. Rozzi: The Board has and will continue to limit residential development, keeping rural areas.

Mr. Cordrey: Water lines pose a challenge, but efforts are underway in collaboration with the county to address them. New developments along State Route 48 have updated the water lines to accommodate anticipated growth.

Mr. Cordrey made a motion, with a second of Mr. Rozzi to approve the McDonald's site plan review located at 148 E. Towne Center Boulevard, out lot 2, Hamilton Township, OH 45039.

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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:47 p.m.

Dan Smith thanked Assist Chief Short and Officer Molly Hayslip for conducting an assessment of his church’s security. He also thanked Don Pelfrey for the new Hamilton Township sign on 48.

Charles Lape expressed his gratitude to the Township for National Night Out. He noted that only one engine from the Village of Morrow and one from Hamilton Township were present and inquired about the reason for this.

Chief Jewett explained that the ladder truck overheated that day, and the fire engine is currently out of service for engine repairs. The department is seeking a grant for a new tanker engine. Additionally, a new ladder truck is expected to arrive at the Township by September 2025.

Mr. Cordrey closed the floor to public comments at 6:50 p.m.

New Business

- Resolution No. 2024-0807A – Increase of Appropriations in the Police District Fund for the purchase of replacement vehicles, in the Fire Maintenance Fund for repairs to Engine 76 and in General Fund for abatement of public nuisances.

Mr. Wright explained the need to increase appropriations in the Police District Fund – Motor Vehicles by \$400,000. These funds, currently in the carryover portion of the fund, are required to cover the remaining balance for the five replacement cruisers recently approved by the Board.

Additionally, it is necessary to increase appropriations in the Fire and EMS Special Levy Fund – Repairs and Maintenance by \$55,000. This amount will be used to cover pending engine repairs and other maintenance for Engine 76.

Finally, an increase of \$95,000 is needed in the General Fund – Zoning – Contracted Services (Public Nuisance Abatement). This allocation will address the abatement of 832 Sunrise and any other nuisances that may require abatement this year.

Mr. Sousa: Timeline of the second fire house located on Amberwood Way to be deemed a nuisance?

Mr. Wright explains it will have to go through the legal process and then will be released to the Township, where staff can take the next steps to clean up the property.

Chief Jewett: Amberwood Way homeowners did not have insurance on the property. Owners are trying to receive money from the e-bike company that they think started the fire. When they can get the investigators on site, that depends on the timeline of notification of nuisance.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve Resolution 24-0807A, a resolution increase in township appropriations in the police district fund, fire maintenance fund and general fund and to reconcile budgets for the calendar year 2024.

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

- Motion- Approve purchase of Cemetery Deed

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve the purchase of a cemetery deed.

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

- Motion- Authorize Rauch Excavating to perform nuisance abatements at 832 Sunrise Ridge

Mr. Wright reminded the Board on June 5th, they adopted Resolution 24-0605C, declaring a property an unsafe structure and authorizing its removal, and declared it an emergency.

The resolution approved the removal of the unsafe structure and debris. Notices were sent to both the property owner and their Power of Attorney. The Township staff gathered quotes from various excavation companies to handle the removal and site restoration.

The most responsive bid came from Rauch Excavating. Their work will include removing the burned structure, foundation walls, and slabs, filling the basement with approximately 800 yards of dirt, and grading the site. Once the work is complete, the Township will file documents with the County Auditor’s Office to place a lien on the property to recover these abatement costs.

Mr. Cordrey made a motion with the second from Mr. Rozzi to authorize the Township Administrator to accept the proposal from Rauch Excavating, Inc. for the nuisance abatement work at 832 Sunrise Ridge in the amount of \$35,500.

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

Public Comments

Mr. Cordrey opened the floor to public comments at 7:04 p.m.

Keith Osterbrock reminded the Board that Rauch will be required to make a swale for storm water when excavating 832 Sunrise Ridge.

Mr. Cordrey closed the floor to public comments at 7:06 p.m.

Administrator’s Report

Administrator, Mr. Wright gave the following updates:

- State Audit has started and will be onsite sometime in August and finish by September
- EPA testing has slowed down construction on the corner of 48/Foster-Maineville and could be finished hopefully by the end of next week.
- Grandin Road access is almost complete and will be open to the public soon.
- Please obey school zones and give grace to school buses and teen drivers
- CPR training staff at Little Miami Schools.

Trustee Comments

Mr. Rozzi heard it was a good turnout at the National Night Out but was unable to make the event.

Mr. Cordrey expressed gratitude to the staff, Mr. Rozzi, and Mr. and Mrs. Oeder for hosting National Night Out. The next event will be the Cardboard Boat Regatta, also at Oeder’s Lake. Mr. Cordrey mentioned receiving complaints from residents about jake braking on Grandin Road and State Route 48 near the new Kroger development. He wondered if the Board might consider addressing this issue in the noise ordinance, if legally permissible, for specific areas.

Mr. Wright and Chief Short will get more answers and get back to the board about the noise ordinance.

Mr. Sousa thanked Molly Hayslip for her hard work at the National Night Out.

Adjournment- With no further business to discuss, Mr. Cordrey made a motion, with a second from Mr. Rozzi, to adjourn at 7:15 p.m.

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



Planning and Zoning Director
08/21/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Planning and Zoning Director, Cathy Walton

Motion to approve resolution 24-0821A- resolution approving a site plan with conditions for approximately .95 acres of real property located at 148 Towne Center Boulevard, Out lot 2

The site plan review is for McDonald's, which is located on an outlot of the Kroger Development.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular meeting at 6:00 p.m. on August 21, 2024 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey- Trustee, Board Chair
Joe Rozzi – Trustee, Vice Chair
Mark Sousa - Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0821A**

**RESOLUTION APPROVING A SITE PLAN WITH CONDITIONS FOR
APPROXIMATELY .95 ACRES OF REAL PROPERTY LOCATED AT 148 TOWNE
CENTER BOULEVARD, OUTLOT 2**

WHEREAS, Kroger Limited Partnership I (the “Owner”) is the owner of approximately .95 acres of real property located 148 Towne Center Boulevard, lot 2, Maineville, Ohio 45039 and designated as Warren County Auditor’s Parcel No. 1605226018 (the “Property”);

WHEREAS, the Property is currently zoned General Business Zone (B-2) PUD;

WHEREAS, Permit Solutions (the “Applicant”), on behalf of the Owner, submitted an application (the “Application”) to Hamilton Township for a site plan review of the Property to allow for construction of a 3,694 square foot restaurant building;

WHEREAS, the Hamilton Township Zoning Code states that a restaurant use is a permitted use within the B-2 Zone;

WHEREAS, the Hamilton Township Board of Trustees held a public hearing on the Application on August 7, 2024, at which time the Trustees determined that the site plan complied with the Township’s Zoning Code and voted to approve the Application, subject to certain conditions.

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

SECTION 1. The Board of Township Trustees of Hamilton Township finds that the Application presented at their August 7, 2024, public hearing for the McDonald’s site plan is a viable plan for the development of the B-2 General Business zone provided certain conditions are met.

SECTION 2. The Board finds the McDonald’s site plan would be of benefit to the residents of Hamilton Township.

SECTION 3. The Board grants approval of the Application for site plan approval of the McDonald's subject to the conditions as set forth on Exhibit A attached hereto as if fully rewritten herein.

SECTION 4. Any requirement that this resolution be read on two separate days is hereby waived and the resolution shall be approved upon one reading.

SECTION 5. This Resolution shall take effect on the earliest date allowed by law.

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

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

Resolution adopted this 21st day of August, 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Ben 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 21, 2024

Date: _____

Leah M. Elliott, *Fiscal Officer*

EXHIBIT A

The approval of the site plans is subject to the following conditions:

In accordance with the motion adopted August 7, 2024.

The Site Plan for McDonald's to construct a restaurant located at 148 Town Centre Boulevard, lot 2, Maineville, OH 45039 with the following conditions:

- 1) Compliance with all regulations in the *Hamilton Township Zoning Code*.**
- 2) Meet the requirements of all Warren County partner organizations.**



Planning and Zoning Office
08/07/24 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 24-0821B, a resolution to approve the Stage 2 and Stage 3 Preliminary and Final Development Plans for the property located at 280 Dwire Rd., Hamilton Township, Warren County, Ohio 45039.

The Board of Trustees of Hamilton Township voted, in an open meeting on July 17, 2024, to approve the proposed Stage 2 and Stage 3 application. On May 1, 2024 the Board of Trustees voted to approve an amendment to the Hamilton Zoning Map and the recommendation of the Warren County Regional Planning Commission and the Hamilton Township Zoning Commission of the rezoning from R-1 Single Family to R-4 Multi-Family PUD.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on August 21, 2024 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0821B**

**RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT (PUD) DISTRICT
STAGE 2&3 PRELIMINARY AND FINAL PLAN FOR APPROXIMATELY 16. 23
ACRES FOR THE PROPERTY LOCATED AT 280 DWIRE RD, HAMILTON
TOWNSHIP, WARREN COUNTY, OHIO 45039.**

WHEREAS, Brent Wilkens/MI Homes, Inc., (the “Applicant”) submitted and application (the “Application”) to Hamilton Township, seeking approval for a PUD Stage 2&3 preliminary and final plan for approximately 16.23 acres located at 280 Dwire Road, Maineville, Ohio 45039 more specifically identified as Warren County Auditor’s Parcel Number 1606100008 (the “Property”);

WHEREAS, pursuant to the Application, the Applicant proposes to develop the Property into a 38 lot single family residence subdivision;

WHEREAS, Property is currently zoned R-4 Multi Family Residence District

WHEREAS, the Hamilton Township Zoning Commission considered the Application during a public hearing of the Zoning Commission on July 8, 2024, at which time the Zoning Commission unanimously recommended approval of the Application, subject to certain conditions, to the Hamilton Township Board of Trustees; and;

WHEREAS, the Hamilton Township Board of Trustees held a public hearing on the Application on July 17, 2024 at which time the Trustees voted to adopt the Zoning Commission’s recommendations, and approve the PUD Stage 2&3 preliminary and final plans, subject to certain conditions set forth the Resolution.

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

SECTION 1. The recommendation of the Hamilton Township Zoning Commission to approve the Application is hereby adopted by the Board of Trustees. The PUD Stage 2&3 preliminary and final plans is hereby approved, subject to the following conditions:

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

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

SECTION 5. This Resolution shall take effect on the earliest date allowed by law.

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

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

Resolution adopted this 21st day of August, 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Ben 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 21, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Administrator - 8/21/24 Trustee Meeting

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

Motion to approve resolution 24-0821C, a resolution approving regulation of the use of engine brakes on State Route 48 and Grandin Road.

At the August 7th Trustees meeting Trustee Cordrey shared that he has received complaints from residents regarding the use of engine brakes by the operators of semi-trucks on a portion of State Route 48 and Grandin Road. He asked staff to review if townships are permitted to enact restrictions on engine brakes on specific roads within a township. Assistant Chief Short found an example from another township in southwest Ohio that adopted an engine noise reduction zone on specific locations of a limited number of roads in its jurisdiction.

I have prepared a draft of a resolution for the Board to discuss and consider that would restrict the use of engine brakes within the areas cited by Mr. Cordrey. It would restrict the use of engine brakes on SR 48 from the centerline of its intersection with Winding River Boulevard to the centerline of the intersection of SR 48 and US 22/3 and along Grandin Road between its intersection with SR 48 to the centerline of its intersection with Striker Road.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on August 21, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0821C**

**RESOLUTION ESTABLISHING TRUCK ENGINE BRAKE NOISE REDUCTION
ZONES ON STATE ROUTE 48 AND GRANDIN ROAD.**

WHEREAS, O.R.C. Sections 505.17 and 4513.221 (E) allow a board of township trustees to adopt regulations and orders that are necessary to control passenger car, motorcycle and internal combustion engine noises within the unincorporated territory of the township; and

WHEREAS, in the interest of preserving the public’s continued quality of life and in response to complaints by residents, the Board desires to impose certain noise restrictions emanating from the usage of truck engine brakes within the limits of truck engine brake noise reduction zones on Ohio State Route 48 and Grandin Road; and

WHEREAS, the Board desires to have staff coordinate with the Ohio Department of Transportation and the Warren County Engineer’s Office the purchase and installation of appropriate signage necessary to delineate the truck engine brake noise reduction zones established herein.

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

SECTION 1. That the following truck engine brake noise reduction zone restrictions, traffic regulations and signage are imposed along Ohio State Route 48 from the centerline of its intersection with Winding River Boulevard to the centerline of the intersection of SR 48 and United States Route 22/3 and along Grandin Road from the centerline of its intersection with State Route 48 to the centerline of its intersection with Striker Road.

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

SECTION 5. This Resolution shall take effect on the earliest date allowed by law.

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

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

Resolution adopted this 21st day of August, 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Ben 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 21, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Chief of Police
08/21/24 Trustee Meeting

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

MOTION TO APPROVE RESOLUTION 24-0821D- 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 21, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, Vice Chair
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0821D**

**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:

Year	Make	Model	Vin:
2004	Toyota	Camry/Solara	4T1CA38P54U016394
2005	Infiniti	G35	JNKCV51E85M204775
2005	Nissan	X-Terra	5N1AN08W15C619920
2012	Ford	Fusion	3FAHP0HAXCR122967

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:

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

Resolution adopted this 21st day of August, 2024.

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 21, 2024.

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Human Resources
08/21/2024 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 Cameron Baker as a full time Police Officer effective August 22, 2024. Starting rate of pay determined by current collective bargaining agreement.
- On roll Marrisa Brickey as a part time firefighter/EMT effective September 9, 2024. Starting rate of pay \$17.50.
- On roll Noah Grubbs as a part time firefighter/EMT effective September 9, 2024. Starting rate of pay \$17.50.
- On roll Griffin Kraemer as a part time firefighter/EMT effective September 9, 2024. Starting rate of pay \$17.50.
- On roll Samuel McKee as a part time firefighter/EMT effective September 9, 2024. Starting rate of pay \$17.50.
- On roll Christopher Luebbe as a part time firefighter/paramedic effective September 9, 2024. Starting rate of pay \$24.50.
- Off roll Donald Davis in the Fire Rescue department effective August 22, 2024.



Administrator - 8/21/24 Trustee Meeting

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

Motion to authorize the Township Administrator to accept the proposal from The Impact Group for crisis communication training and support services in the amount of \$9,500.

Attached to this memo is a memo of request from Assistant Fire Chief Dan Berkebile regarding a proposal for Crisis Communication Services from The Impact Group. The services would be two-fold and include both proactive training components in addition to fifty hours of support during crises that may occur in our community.

The services would be available to all departments and the expense shared among multiple funds. I appreciate the ability to have multiple departments sharing the same format for this training and communications support and consider it one of the steps in us progressing as an organization. I spoke with references from Deerfield Township and the Lebanon City School District and confirmed that existing public sector clients are very pleased with the services from The Impact Group.

Hamilton Township Fire Rescue



Memo

To: Hamilton Township Board of Trustees

From: Assistant Chief Berkebile

Date: August 15, 2024

Re: Crisis Communication Contract Proposal

Board of Trustees,

I recently attended a class on crisis communication. The major theme of this class was that as a public entity it is not if, but rather when, we will experience a crisis that will require us to effectively communicate our message to the public. The presenter explained the importance of developing an accurate and calculated response during such times as the media will work to cause those being interviewed to provide more information than should be shared or an emotional response that can be used as a headline or sound-byte.

At the conclusion of this training, I realized the need for Hamilton Township to be proactive in preparing for crisis communication and assuring all our departments are on the same page, adequately trained, and resourced to successfully handle such an incident. A recent example of an incident that had significant potential for crisis communication was the structure fire and police stand off on Sunrise Ridge on Good Friday of this year. As such, I requested a proposal for services from the class presenter, Tom Speaks, who is a co-founder of The Impact Group. This company has been in business since 2000 and specializes in communications and planning.

There are two key components to this proposal that I believe are worthy of the investment. The first is Crisis communication Training in which all Township leaders will be provided a full-day comprehensive training on numerous topics including how to deal with the media, how to properly frame a response, and how to heal from a crisis. The second component is Crisis Communication Support in which The Impact Group will provide direct support to Hamilton Township during a crisis in creating the message, press releases, and speaking points and coaching on how to address the media.

As Hamilton Township has and continues to develop trust with the citizens of our community, I would ask for your consideration in this proactive step towards maintaining that trust.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dan Berkebile', written over a white background.

Dan Berkebile,
Assistant Fire Chief



HAMILTON TOWNSHIP

CRISIS COMMUNICATION SERVICES PROPOSAL

PRESENTED BY
The Impact Group on July 19, 2024

THINK. CREATE. *excite.*



Introduction

Jeff Wright

Township Administrator
7780 South State Route 48
Hamilton Township, OH 45039

Dear Mr. Wright,

It is with great excitement that we submit the following proposal to Hamilton Township for crisis communication services and training. We believe our track record of positive collaboration with cities, townships and other local governments will serve us well as we partner together to provide Hamilton Township with a full-service solution to your crisis communications needs.

Based in Hudson, Ohio, our firm offers a host of capabilities featuring a talented team of professionals with diverse backgrounds and one thing in common: results. We have a successful history of driving results for clients with a strong emphasis on crisis messaging and crisis management. The Impact Group possesses the invaluable experience, know-how and ability to stand by our clients when a crisis strikes. With a proven track record, we've not only navigated crises firsthand but have also successfully trained numerous organizations in essential communication strategies and the creation of comprehensive crisis management plans. We're here to ensure our clients are well-prepared and well-equipped to handle any challenge that comes their way.

Since 2000, The Impact Group has assisted local governments, boards of developmental disabilities, K-12 education, higher education, state agencies, nonprofits and corporations in developing and strengthening their marketing and public relations strategies, specializing in a holistic approach to communications and planning. We are at our best when helping others reach their goals and believe in the tremendous power of relationships as a driving force with our clients and stakeholders.

Please contact us at our information below if you have any questions regarding our proposal or qualifications. Thank you in advance for your consideration.

Sincerely,

Tom Speaks, Partner
tspeaks@igpr.com | 330.329.5680

Lauren Scherr, Director of Client Development
lscherr@igpr.com | 216.402.1665



Project Overview



Hamilton Township is looking to partner with The Impact Group to provide communication support and crisis training in the event of a crisis occurring within the Township. Deliverables will include an all-day, in-person, comprehensive crisis communication training for all leaders within the Township, as well as hours that are dedicated to the Township in the event of a crisis.

Hamilton Township has a need for crisis communication services that includes:



Crisis Communication Support



Crisis Communication Training

Statement of Work



Whiteboard Session

The Impact Group will conduct a 1 hour, virtual whiteboard session with leaders within Hamilton Township, as determined by the Township Administrator, to define the goals and objectives for the crisis communication training session. The whiteboard session will drive the development of the training program and will establish overall expectations for training and outcomes. Date and time of the whiteboard session is to be determined.





Statement of Work



Crisis Communication Support

The Impact Group will provide 50 hours of crisis communication services to Hamilton Township and will be on “stand-by” for any crisis that may occur. Hamilton Township will have constant access to crisis communication support in the event of an emergency or crisis. This support includes:

- Messaging
- On-site coordination and support
- Press releases
- Speaking points and coaching on how to address media
- Strategy on how and when to heal from a crisis
- Pre-event media training

The Impact Group will provide advance notification to the Township Administrator prior to the bank of hours running out. The Township Administrator may re-up this contract once the fifty hours have been completed.

Crisis communication support can begin immediately upon signature and will commence once the fifty hours have been utilized.



Statement of Work



Crisis Communication Training

In addition to the crisis communication services, The Impact Group Partner and Co-founder, Tom Speaks, will facilitate an in-person, full day comprehensive crisis communication training to all Township leadership. This training date is to be determined.

Crisis Communication Training Description

It's not a matter of if; it's a matter of when. Are you ready? Any threat to your trust or reputation is a crisis. This training session is paramount for those wishing to understand the intricate facets and critical components of managing a crisis while maintaining clarity and composure. This session will allow you to work towards a culture of transparency and trust before, during, and after a crisis event.

Learning Objectives Include:

- How to deal with the media during a high-pressure situation
- How to frame a response
- Why you should never say "no comment" and what you should say instead
- How to keep your staff and stakeholders calm and composed
- How and when to heal from a crisis



Meet Your Team

The Impact Group is a talented team of full-service marketing professionals with diverse backgrounds and one thing in common: results. The Impact Group has a successful track record of driving results for school districts, municipalities, corporate clients, business-to-business clients and nonprofits through community engagement, messaging, branding, staff training and market execution.



Tom Speaks, *Partner and Co-Founder*

Tom is an appreciation advocate, marketing and communication expert, professional speaker, community engagement guru, statistical polling analyst, and published author. Tom is a specialist in the world of public speaking, strategic planning, leadership development, and crisis communications.



Phil Herman, *Partner*

With over 25 years of experience in education, Phil has worked as a teacher, coach, principal, director of human resources, assistant superintendent and superintendent for 11 years. Phil is a leader in community engagement, team development, crisis communications, leadership development and leading high-level organizations.



Krista Rodriguez, *Vice President of Client Services*

Krista is the brand guru. She has an incredible eye for the right look and feel to meet all of your needs. Her attention to detail is also conveyed in her approach to ensuring our content is appropriate for your goals and meets your expectations.



Lauren Scherr, *Director of Client Development*

Committed to developing long term, genuine relationships, Lauren believes in providing a human and holistic approach that begins with an overall strategic direction followed by a detailed plan of action designed to address all IGPR client's goals and challenges.



Christie Cereshko, *Creative Director*

Christie has a passion for transforming ideas into visual realities. She has become a driving force behind a variety of advertising campaigns, brand identities, and multimedia projects. As a leader, Christie is known for fostering a collaborative work environment, encouraging team members to think outside the box and pushing the boundaries of conventional creativity.



Aurora Wilson, *Account Lead*

As an Account Lead with the Impact Group, Aurora focuses on strengthening relationships and strategizing high-quality content for her clients. With expertise in client relations and special project management, Aurora brings a high level of organization to her work and is dedicated to meeting client needs.



Fernanda Frazier, *Vice President of Finance*

Fernanda is the Vice President of Finance and is responsible for all of financial and operating aspects of The Impact Group. She earned her accounting degree from the University of Akron and is a jack-of-all-trades.

The Impact Team is subject to change based on overall needs of the client.



References

Sal Talarico, *Executive Director*
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Mike Mallis, *City Manager*
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440.232.1600

Rob Schommer, *City Manager*
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Rob@cityofbellbrook.org
937.478.3728

Gerard Neugebauer,
Council Member at Large
City of Green
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330.896.6602

James (Jim) Bell, *Director of Finance*
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937.237.5826

Anthony DiCicco, *Mayor*
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440.442.2626, ext. 200

Sean Ward, *Director of Parks and Recreation Department*
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Eric Reiners, *Township Administrator*
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Shawn Garver,
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Hamilton County Board of
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Isaac W. Seevers, *Superintendent*
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Adam Herman, *Chief Executive Officer*
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Susie Vance,
Deputy Director, Human Resources
Ohio Environmental Protection
Agency (EPA); Former Assistant Chief
ODNR Division of Parks and Watercraft
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Jim Bodenmiller,
OFE Program Director
Ohio Fire Chiefs' Association
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Tammy Kellogg, *Marketing and Project Manager*
Ohio Parks and Recreation Association
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Peter Moore, *President & CEO*
Ohio Provider Resource Association
(OPRA)
PMoore@opra.org
614.224.6772

Andrew Brown, *Director*
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abrown@sanduskycountyparks.com
419.334.4495

Ben Garlich, *Mayor*
Village of Middlefield
bgarlich@middlefieldohio.com
440.313.8906

Additional references available upon request.



Testimonials



"The Impact Group is one of the best resources a local government can have regarding communication, messaging, and strategic thinking. The strategic thinktank Tom and his team create is invaluable and I frequently find myself consulting with them for ideas beyond messaging and communication.

Their understanding of growing and strengthening an organization's culture is commendable."

Rob Schommer, City Manager, City of Bellbrook



"The Impact Group has a fantastic, high energy, creative staff who are a pleasure to work with. They are responsive and truly care about their clients. The work they have done for my organization has truly been invaluable and I highly recommend them."

Amy Jordan, President, Hudson Community Foundation



"The Impact Group has been a trusted communications resource for me for many years. Their expertise regarding school district communications, strategic planning, crisis communication and staff development have helped me, help the districts I have served. I would certainly recommend The Impact Group to any school district."

Rob Gress, Superintendent, Alliance City Schools



Budget Considerations



Hamilton Township Crisis Communication Services

Proposed Project Timeline ~ Hours: Support can begin upon signature.

Proposed Project Timeline ~ Training: Training to occur within six months.

Investment

\$9,500

Payment Schedule: \$9,500 is due upon signature

This budget does not include additional hard costs (e.g. printing, postage, boosting advertisements on social media, etc.) which will be the responsibility of the client. If a project requires additional time beyond the scope articulated in the proposal, The Impact Group will first seek client approval, then bill at an hourly rate of \$200 per hour.

Signature Page



Hamilton Township Crisis Communication Services

Hamilton Township

By: _____

Print Name: _____

Title: _____

Date: _____

The Impact Group Public Relations/Marketing Communications Inc.

By: _____

Print Name: _____

Title: Partner _____

Date: _____

By signing this proposal, you agree to the terms and conditions of this official statement of work. This document coincides with the services agreement. Per the budget considerations page of the proposal, the agreed-upon amount is \$9,500 for services rendered.



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