

Hamilton Township Trustee Meeting

August 5, 2026

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

Roll call as follows: Mark Sousa
Darryl Cordrey
Joe Rozzi

The Pledge of Allegiance was recited by all.

The Board welcomed Jen Patterson as the Township's new Assistant Administrator. Mr. Wright introduced Ms. Patterson, noting her experience in local government within neighboring communities, with a primary focus on economic development. He also shared that she earned a bachelor's in public administration from Miami University and a law degree from the University of Cincinnati.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the audio/visual as the Official Meeting Minutes of the July 15th Board of Trustees regular meeting.

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

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

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

Public Comments

Mr. Sousa opened the floor for public comment at 6:03 p.m., with nobody approaching he closed the floor to comments.

New Business

Resolution No. 26-0805A- Authorizing an MOU with the Warren County Tactical Response Unit

Police Chief Short reported that Warren County has opened a new Criminal Suppression Training Facility, which includes an indoor firearms range and a simulation house. The facility will provide Hamilton Township officers with expanded training opportunities, allowing them to utilize the facility on a scheduled basis.

Mr. Sousa made a motion with a second from Mr. Cordrey approving Resolution 26-0805A, a resolution authorizing the execution of a memorandum of understanding for participation in the Warren County Tactical Response Unit.

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

Resolution No. 26-0805B – Authorizing Private Sale of Unneeded and Unfit-For-Use Property in the Fire Department

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0805B, a resolution authorizing private sale of unneeded and unfit-for-use property in the Fire Department.

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

Resolution No. 26-0805D – Authorizing an Increase in Appropriations in the General Fund

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0805D, a resolution authorizing an increase in appropriations for Contracted Services (\$83,000.00) and Dues and Fees (\$9,000.00) in the General Fund.

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

Motion- Approve the sale of Cemetery Deeds as presented.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the sale of a cemetery deed as presented to the board.

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

Motion- Approve the purchase of Axon Cameras for Fire Department Vehicles

Chief Jewett explained that department initially purchased 13 Black Vue cameras, many have since required replacement. Each Axon camera system includes a dash camera and a secondary in-vehicle camera that is being evaluated for use in the patient care area.

Chief and staff are recommending the Axon contract due to the company's proven services with the Police Department. Unlike the current system, Axon stores data securely in the cloud, includes redaction capabilities, and provides an audit trail. The contract also includes camera replacements if technology changes during the five-year term.

Although Axon charges an installation fee, the cost will be reimbursed since Township mechanics will complete the installations, resulting in a \$19,500 reimbursement to the Fire Department. The added security, liability protection, and improved documentation capabilities make this a worthwhile investment for the Township.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve a purchase agreement with Axon Enterprises, Inc. for thirteen vehicle dash cameras and license bundles for Fire Rescue vehicles in the annual amount of \$29,533.92 for five years.

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

Motion- Approve the forming of Hamilton Township Fire Rescue Auxiliary

Fire Chief Jewett announced plans to establish the Hamilton Township Fire Rescue Auxiliary. The program will provide an opportunity for retired firefighters, EMTs, and community members to support the department through non-emergency activities, including firefighter rehabilitation during extended incidents and assisting with public events such as Touch-A-Truck and the annual open house.

The department is working with legal counsel to develop the necessary waivers and guidelines for auxiliary members. The goal is to formally establish the Auxiliary as a 501(c)(3) nonprofit organization, similar to the Hamilton Township Citizen's Police Academy Alumni Association. This will increase community involvement and provide opportunities to seek additional funding support for fire education and public outreach programs.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the forming of the Hamilton Township Fire Rescue Auxiliary

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

Motion- Authorizing Township Administrator to go into agreement with MSP Designs for Evaluation and Design Building Plans for the Police and Fire Department

Administrator Wright provided an update on the need to evaluate future facility needs for the Police Department and Fire Stations 76 and 77.

The Police and Administration Building was constructed in 2000 when the Township's population was approximately 8,600. With today's population of 34,000, the facility no longer meets the needs of the Police Department due to increased staffing, records storage, evidence storage, safety, and security requirements.

Fire Station 77 was built when the community was much smaller, and the department relied heavily on volunteer and part-time staffing. The building has reached the end of its useful life as a 24/7 operational station due to age, maintenance issues, and current department needs. Staff recommend evaluating the replacement of the station at its current location.

Fire Station 76 was reduced in size during the design process before construction began, resulting in a facility that does not fully meet the needs of the department today. Staff are recommending an evaluation of potential additions and space improvements to better support current and future operations.

To help plan for future facility needs and budgeting, staff have requested MSP Design to provide evaluations, conceptual plans, cost estimates, and recommendations for improvements or replacement of these facilities. The Trustees agreed that additional long-term planning is needed to address the Township's growth and ensure future generations have the facilities necessary to serve the community.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the Township Administrator to enter into an agreement with MSP Design to provide evaluation and design services for work orders for the Police Department Renovation & Feasibility Study, Fire Station 76 Expansion & Renovation, and New Fire Station 77 & Renovation, and to execute all necessary documents on behalf of the Township.

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

Motion- Approve Hamilton Township Roster as Presented

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

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

Motion- Accept the resignation of Zoning Commission board member Eric Reiners, effective April 15, 2026.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, accepting the resignation of Zoning Commission board member Eric Reiners, effective April 15, 2026.

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

Motion- Appoint Steve Blow to the Zoning Commission starting April 15, 2026, ending December 31, 2028.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to appoint Steve Blow to the Zoning Commission starting April 15, 2026, ending December 31, 2028.

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

Motion- Appoint Kevin Mitchell as an Alternate to the Zoning Commission starting August 5, 2026, ending December 31, 2029.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to appoint Kevin Mitchell as an Alternate to the Zoning Commission starting August 5, 2026, ending December 31, 2029.

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

Public Comments

Mr. Sousa opened the floor to public comments at 6:36 p.m., with nobody approaching he closed the floor to comments.

Fiscal Report

Ms. Elliott provided the July fiscal report, noting that the Township is approximately 58% through the year. Revenue collections are at 59% and expenditure is at 66%, which is consistent with the same period last year.

Ms. Elliott also updated the Trustees on her research into new accounting software, with the goal of moving toward a more paperless process. She noted that the current UAN software may be better suited for smaller townships and may not fully meet the needs of Hamilton Township. Mr. Wright stated that he will reach out to CLOUT and the Center for Local Government to gather information on what other similarly sized townships are using.

Administrator's Report

Mr. Wright gave the following report:

The Hamilton Township Police Department will conduct firearms training at Mounts Park on Tuesday and Thursday next week. The park will be closed from 6:00 a.m. to 10:00 a.m. during training, and a social media notice has been posted to inform the public.

The Fire and Rescue Department responded to three house fires since Friday, including two on Monday. Chief Jewett thanked neighboring departments for providing mutual aid and reminded residents to safely use and store lithium batteries and avoid leaving electric toys and tools plugged in to charge longer than necessary.

Public Works has completed the full-depth road repairs on streets scheduled for resurfacing this year. Paving is underway in the Autumn Run and Miami Bluffs subdivisions and is expected to be completed tomorrow. Construction of the new Public Works Facility remains on schedule for completion on November 2.

The Warren County Water & Sewer Department will begin replacing two sewer pump stations on August 17, weather permitting, resulting in a two-week closure of a portion of Old 3C Highway. This will be followed by an 11-week closure of the bridge over the Little Miami River. Detour routes will be in place, updates will be provided by the Warren County Engineer's Office, and Hamilton Township's Fire and Police Departments will provide mutual aid to portions of Deerfield Township during the closures.

The contractor completing the Mounts Park improvements is expected to finish most of the work within the next few weeks. The contractor will return in late September or early October to plant trees as part of the stabilization project when conditions are more favorable. Lastly, the scheduled Trustee meeting for August 19th will be moved from 6 pm to 3 pm.

Trustee Comments

Mr. Rozzi was unable to attend National Night Out but noted that he heard the event had a great turnout. Mr. Cordrey thanked everyone involved with the event, including the community partners who participated. He highlighted the Police Department's drone demonstration as a particularly interesting addition and thanked Mr. Rozzi for his donation of the fireworks, as well as Mr. and Mrs. Oeder for allowing the Township to use their property to host the event. He also welcomed Jen Patterson to the Administration team.

Mr. Sousa echoed Mr. Cordrey's comments regarding National Night Out and thanked the residents who applied for the Zoning Commission position. He reminded residents that the next community event will be the Cardboard Boat Regatta at Oeder Lake.

Mr. Sousa also provided an update regarding utility work near the new ALDI location. With the scheduled soft opening on August 19, there will initially be one entrance from Grandin Road.

Once Duke Energy completes the utility work, a right-in/right-out entrance will be available from State Route 48.

The Trustees then turned the meeting over to Police Chief Short, who reported that the Hamilton Township Police Department has partnered with county and state agencies to conduct commercial vehicle enforcement efforts to ensure drivers and vehicles are operating in compliance with state regulations.

Adjournment-

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 6:56 p.m.

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