



TRUSTEE MEETING AGENDA 12/17/2025

10:00 AM

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

- Roll Call
- Pledge of Allegiance
- Oath of Office- *Trustee Joseph Rozzi and Trustee Darryl Cordrey*
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the December 1st Board of Trustees special meeting and December 3rd Board of Trustees regular meeting.
- Bills before the Board

Public Hearing – 421 US 22 & 3 Stage 3 PUD, CGR Residential

Public Comments

New Business

Resolutions

- Resolution No. 25-1217A – Authorizing Blanket Certificates for Purchase Orders in 2026
- Resolution No. 25-1217B – Transfer of Fire EMS Levy Fund to Capital Project Fund
- Resolution No. 25-1217C- Authorizing Payroll Disbursement, Withholdings, and Expenses in 2026
- Resolution No. 25-1217D- Authorizing the Fiscal Officer to Re-Appropriate, Distribute, Dispense, and Declare an Emergency of funds through 2026
- Resolution No. 25-1217E- Authorizing Advancement from General Funds to the Lighting District
- Resolution No. 25-1217F- Authorizing Sale of Ladder Truck to Franklin Township
- Resolution No. 25-1217G- Approving Stage 3 PUD for 421 US 22& 3

Motions

- Authorizing an MOU to Revise Off Duty Rates for Firefighters
- Authorize Agreement with Goodhue Consulting
- Amend the Hamilton Township Roster as Presented
- Setting Meeting Dates and Times

Public Comments

Administrator's Report

Retirement Ceremony- Officer Richard Smith

Employee Recognition 2025

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 Trustee Special Meeting December 1, 2025

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 4:30 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.

Public Comments

Mr. Rozzi opened the floor to public comments at 4:30PM, no which nobody came forward.

New Business

Resolution No. 25-1201 – Agreement with Village of Maineville to provide Police Services

Mr. Wright stated that the Village of Maineville has presented a proposal to Hamilton Township requesting police services under a new four-year agreement. The Township previously provided these services from 2020 through February 2025. The proposed fee is based on an assessment conducted by Matt Nolan, Warren County Auditor, which evaluates the residential and commercial properties within the Village. The assessment represents what residents would pay into the Township's police levy if the Village were not incorporated, resulting in an estimated rate of \$146,148.

The Village is proposing to pay \$150,000 annually for 24/7 police coverage. For comparison, the Township charged \$108,500 in 2021 and \$132,300 in 2024. The proposed four-year term would provide the Township with predictable revenue and greater budgeting certainty. A new assessment would be completed in October of the fourth year to determine future rates.

Police Chief Hughes noted that the additional amount above the \$146,148 assessment would cover decal costs for the police vehicles.

Mr. Rozzi requested clarification on how patrol coverage would be provided. Chief Hughes explained that the Village sits at the center of four existing patrol sectors within the Township. Under the proposal, the Village would become its own sector, and whichever officer is closest at the time of a call would respond. There would not be an officer assigned exclusively to the Village; this approach mirrors both the previous agreement and the Township's mutual-aid response practices.

Mr. Sousa asked whether there were any concerns related to liability or payment. Chief Hughes stated that payments would be made quarterly and that he had no concerns.

Mr. Cordrey asked whether the agreement was drafted by the Village or the Township. Mr. Wright explained that the Village used a previous contract with the Township as a template and made modifications with review and guidance from Township legal counsel, Ben Yoder and Sarah Sparks.

Mr. Cordrey shared that he has been transparent about his position on the agreement on his personal Facebook page. He stated his belief that the Village is receiving a “wholesale” price for police coverage, services funded by Township residents through levies and performed by a highly trained police department recognized as one of the safest in Ohio. He also expressed concern that the Township lacks an opt-out clause.

Mr. Rozzi noted that he and Mr. Cordrey rarely disagree, but in this case, he believes the contract is fair and that there is no reason to inflate the pricing.

Mr. Rozzi made a motion with a second from Mr. Sousa to approve Resolution 25-1201, authorizing the Township Administrator to enter into an agreement for provision of police protection services to the Village of Maineville.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	No
	Joe Rozzi	Yes

Public Comments

Mr. Rozzi opened the floor to public comments at 4:44 PM.

Mr. Wayne Speers, Village Administrator, expressed that he would like the Trustees to reconsider the resolution, noting the disagreement among the Board. He shared that he has experience in both the public and commercial sectors, as well as prior service as a trustee himself.

The Trustees assured Mr. Speers that, despite differing opinions on the police agreement, the police department will carry out the contract with the highest level of professionalism and there are no concerns regarding the quality of service.

Mr. Rozzi closed the floor to public comments at 4:47 PM

Trustee Comments

Mr. Cordrey reminded residents of the December 6th Joint Tree Lighting event taking place at Station 76.

Mr. Sousa stated that he is confident in the proposed police agreement and is encouraged by having the Township's Police Department provide coverage to the Village of Maineville for the next four years.

Mr. Rozzi noted that he will be unable to attend the Tree Lighting event, as he will be out of town, and stated that he will also be absent from the Wednesday meeting.

Adjourn

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 4:50 p.m.

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

Hamilton Township Trustee Meeting December 3, 2025

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

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

The Pledge of Allegiance was recited by all.

Mr. Cordrey paused to offer his heartfelt condolences to the family, friends, and fellow officers of Officer Megan Graham. He described her as someone who could light up any room, served with true passion, and will be profoundly missed.

Mr. Sousa agreed with Mr. Cordrey's remarks and added his gratitude to the community for the overwhelming support shown in her honor.

Mr. Wright shared details about the public visitation, which will be held at Little Miami High School on December 13th.

A motion was made by Mr. Cordrey, with a second by Mr. Sousa, to approve the clerk's journal as the Official Meeting Minutes of November 19, 2025, Trustee Meeting.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

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

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:04 PM, to which nobody came forward.

New Business

Resolution No. 25-1203A – Increase in Township Appropriations

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve Resolution 25-1203A, a resolution approving an increase in township appropriations in the General Fund, Police District Fund, and the New Building Bond Retirement Fund to reconcile budgets for the calendar year 2025 and declaring an emergency.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Resolution No. 25-1203B – Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve Resolution 25-1203B, a resolution authorizing private sales of unneeded and unfit-for-use property in the Police Department.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Motion- Approve Purchase of Replacement Fire Department Patient Chair Stairs

Chief Jewett stated that the Fire Department is requesting approval to purchase three replacement stair-lift chairs used for safely transporting patients on stairways. These chairs will replace outdated equipment and were included in the 2026 budget. The purchase will be fully funded by the LOEB Grant. The manufacturer is increasing the price by \$2,500 in January, but placing the order now will avoid the additional cost.

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve the purchase of Stair-PRO patient chairs from Stryker Medical in the total amount of \$14,537.73.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Motion- Approve Purchase of Replacement Fire Department Rescue Tools

The Fire Department is requesting approval to purchase new battery-operated, waterproof extrication equipment for the new ladder truck, replacing equipment that is more than 20 years old. Placing the order now will avoid a 7.5% price increase scheduled for next month.

Mr. Cordrey inquired about the plan for using the equipment during a power outage. Chief Jewett explained that the batteries will remain connected to the fire station's backup generators, ensuring they stay charged and ready for use.

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve the purchase of extrication tools from Howell Rescue Systems in the total amount of \$58,614.

Roll call as follows:	Darryl Cordrey	Yes
-----------------------	----------------	-----

Mark Sousa

Yes

Motion- Amend the Hamilton Township Roster as Presented

Fire Chief Jewett explained that physical fitness and wellness have been key priorities within the department. Employing an in-house physical training specialist will help the township reduce costs while providing enhanced support in tactical training and the fire/EMS profession. This individual will also assist with recovery needs, helping personnel return to work more quickly and ultimately reducing injuries.

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve the amendment of the Hamilton Township roster as presented.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Motion- Approve 2026 Pay Rates for Non-Union

Mr. Wright explained that the proposed rates align with those of union and bargaining-agreement employees, and that offering competitive pay within government professions is essential for retaining staff.

A motion was made by Mr. Cordrey, with a second by Mr. Sousa, to approve the 2026 pay rates for non-union employees as presented.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:14 PM, to which nobody came forward.

Fiscal Report

Fiscal Officer Leah Elliott presented the October Fund Status Report, noting that we are 83% through the year with revenues at 101% of the budget. Year-to-date expenses are at 62%; excluding the Public Works building project, expenses would be at 78%, which is consistent with the previous year. She explained that although she was unable to attend the budget meeting, she reviewed the budget and will provide the 2025 variance analysis as she did last year. Mr. Sousa commended Ms. Elliott for the thorough analysis, noting that it is an effective way to communicate to the public that the county budgets conservatively at 97%.

Administrator's Report

Administrator Wright gave the following updates:

he Fire Department's pumper truck is currently being wrapped. Crews are completing new training focused on rural areas of the township where fire hydrants are not available. The new ladder truck is in Springfield for upfitting and is expected to return between late December and early January. Once it arrives, crews will begin training on the new ladder. Both vehicles respond to all runs, regardless of the call type, and each requires multiple compartments to accommodate the wide range of equipment needed.

In the Parks Department, the pre-construction meeting with Evans Landscaping for the Mounts project is being scheduled for next week.

Lastly, the Public Works Department responded to Tuesday's snow event, spending 14.5 hours plowing and using 100 tons of salt.

Trustee Comments

Mr. Cordrey thanked the Public Works Department for their efforts and long hours spent clearing the roads. He reminded the public of two upcoming events: the Joint Tree Lighting on December 6th, noting that due to construction there will be no fireworks this year but a drone show instead; and the next Trustee meeting, which will be held on December 17th at 10 a.m.

Mr. Sousa also commented on the Tree Lighting event, praising the Little Miami band and other musical performances. He noted that it is consistently one of the township's largest and most well-attended events and that he is looking forward to another great turnout.

Adjournment

Mr. Cordrey made a motion with a second from Mr. Sousa to adjourn at 6:22 p.m.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes



Office of Township Administrator
12/17/25 Trustee Meeting

The following motions are requested by the Board of Hamilton Township Trustees from the Township Administrator:

Motion to approve Resolution 25-1217A – A resolution authorizing the annual authorization of blanket certificates and establishing financial policies for the approval of purchase orders in 2026 and declaring an emergency.

Standard practice to allow the Fiscal Officer to open BC's for the payment of normal day-to-day bills based upon the approved 2026 budget.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 17, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1217A**

**A RESOLUTION AUTHORIZING THE ANNUAL AUTHORIZATION OF BLANKET
CERTIFICATES AND ESTABLISHING FINANCIAL POLICIES FOR THE
APPROVAL OF PURCHASE ORDERS IN 2026, AND DECLARING AN EMERGENCY**

WHEREAS, the Board of Trustees of Hamilton Township, Warren County, Ohio desires to establish financial policies regarding the authorization of Blanket Certificates and Purchase Orders,

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

SECTION 1. This Board hereby determines that any Purchase Order greater than an amount of Ten Thousand (\$10,000.00) dollars must be pre-approved by the Board of Trustees prior to its issuance, and any Purchase order greater than an amount of One Thousand (\$1,000.00) dollars must be pre-approved by the Township Administrator prior to its issuance.

SECTION 2. This Board hereby determines that all formal actions of the Board concerning and relation to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action talked herein were conducted in meeting open to the public pursuant to law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the Township, and therefore this Resolution shall be in full force and effect immediately upon its adoption without further public reading.

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 Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 17th day of December, 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 December 17, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
12/17/25 Trustee Meeting

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

Motion to approve Resolution 25-1217B – A resolution approving the transfer of funds from the Fire and EMS Levy fund 2283 to the Station 76 Capitol Project fund 4902 for 2026 debt payment.

Standard practice to allow a transfer of the required funds from the Fire and EMS Levy to the Capitol Project fund for the annual debt payment for Fire Station 76 as budgeted for 2026.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 17, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1217B**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FIRE AND EMS LEVY FUND
(2283) TO THE FIRE STATION 76 CAPITAL PROJECT FUND (4902) IN 2026**

WHEREAS, the Board of Trustees of Hamilton Township, Warren County, Ohio has desires to transfer funds from the Fire and EMS Special Levy to the Fire Station 76 Capital Project Fund; and

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

SECTION 1. That the Assistant Fiscal Officer is authorized to transfer funds from the Fire and EMS Special Levy Fund 2283 in the amount of: \$179,540.00 to the Fire Station 76 Capital Project Fund 4902 for the total of: \$179,540.00 in such amounts.

SECTION 2. This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action talked herein were conducted in meeting open to the public pursuant to law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the Township, and therefore this Resolution shall be in full force and effect immediately upon its adoption without further public reading.

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 Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 17th day of December, 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 December 17, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
12/17/25 Trustee Meeting

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

Motion to approve Resolution 25-1218C – A resolution authorizing the disbursement of checks for payroll, payroll, related withholdings and expenses and other expenses in 2026, and declaring an emergency.

Standard practice is to authorize the Fiscal Office to take the necessary actions for a calendar year for payroll and other standard purchases, such as utility payments and consistently used vendors.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 17, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1217C**

**A RESOLUTION AUTHORIZING THE DISBURSEMENT OF CHECKS FOR
PAYROLL, PAYROLL RELATED WITHHOLDINGS AND EXPENSES AND OTHER
EXPENSES IN 2026, AND DECLARING AN EMERGENCY**

WHEREAS, it is the policy of this Board to provide procedures for the prompt payment of appropriate Township expenses; and

WHEREAS, certain expenses are required to be paid prior to the next regularly scheduled trustees' meeting where preapproval would normally be considered,

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

SECTION 1. That disbursement of payroll, payroll related withholdings and expenses and expenses for electric, cable, water, sewer, telephone, fuel, heating oil, trash collection, IT services, UAN charges, health insurance, refunds, employee reimbursements, Debit Service & Lease Payments, Return of forfeited property, credit cards (LCNB, Staples, Walmart and Lowes, Sears, Tractor Supply), Drug Law Enforcement and Law Enforcement Trust payments as needed for investigation, are hereby approved for payment when payments are due, such payments being preauthorized by this Board subject to ratification at the next regularly schedule Trustees' meeting.

SECTION 2. This Board hereby determines that all formal actions of the Board concerning and relation to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action taken herein were conducted in meeting open to the public pursuant to law.

SECTION 3.

This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the Township, and therefore this Resolution shall be in full force and effect immediately upon its adoption without further public reading.

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 Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 17th day of December, 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 December 17, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
12/17/25 Trustee Meeting

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

Motion to approve Resolution 25-1217D – A Resolution authorizing the Township Fiscal Officer to process re-appropriations and distribute payments as needed through December 31, 2026, and declaring an emergency.

Standard practice to allow the Fiscal Officer to process re-appropriations (adjustments) to the budget as well as distribute payments as needed throughout calendar year 2026.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 17, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1217D**

**A RESOLUTION AUTHORIZING THE TOWNSHIP FISCAL OFFICER TO PROCESS
RE-APPROPRIATIONS AND DISTRIBUTE PAYMENTS AS NEEDED THROUGH
DECEMBER 31, 2026, AND DECLARING AN EMERGENCY**

WHEREAS, Hamilton Township may have the need to re-appropriate within a fund for expenses through December 31, 2026; and

WHEREAS, the Fiscal Officer has requested authorization to process re-appropriations within a fund and distribute payments as needed;

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

SECTION 1. The Hamilton Township Fiscal Officer is hereby authorized to process necessary re-appropriations within a fund and distribute payments as needed through December 31, 2026.

SECTION 2. By at least two-thirds vote of the Board, any requirement that this resolution be read on two separate days is hereby waived and the Board authorizes its passage upon one reading.

SECTION 3. By unanimous vote of the Board, this Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the Township, and shall take effect immediately. The reason for the emergency is to provide timely approval of re-appropriations made by the Township Fiscal Officer.

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 Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 17th day of December 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 December 17, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
12/17/25 Trustee Meeting

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

Motion to approve Resolution 25-1217E – A Resolution authorizing the Township Fiscal Officer to advance funds from the General Fund (1000) to the Lighting District Fund (2401).

Standard practice to allow the Fiscal Officer to make advances from the General Fund to the Lighting District fund until the first property tax payments are received from the County Auditor's Office.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 17, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1217E**

**A RESOLUTION AUTHORIZING AN ADVANCE FROM THE GENERAL FUND (1000)
TO THE LIGHTING DISTRICT FUND (2401)**

WHEREAS, The Board of Trustees of Hamilton Township, Warren County, Ohio has determined that it is necessary to advance funds from the General Fund to cover necessary expenses in the Lighting District Fund until the first payment is received from Warren County in 2026.

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

SECTION 1. The Fiscal Officer and Assistant Fiscal Officer are authorized to advance \$140,000.00 from the General Fund into the Lighting District Fund.

SECTION 2. This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations related to the action taken herein were conducted in meetings open to the public pursuant to law.

SECTION 3. 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 Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 17th day of December 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 December 17, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Office of Township Administrator
12/17/25 Trustee Meeting

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

Motion to approve Resolution 25-1217F – A Resolution authorizing a contract to sell a 2006 Sutphen Aerial Ladder Truck to Franklin Township, Warren County Ohio for use by Franklin Township’s fire department.

The Fire Department is requesting approval to sell its 2006 Sutphen Aerial Ladder Truck, which is no longer needed after acquiring a new ladder truck. Franklin Township has expressed interest in purchasing the vehicle for use by its fire department. The resolution authorizes the Township Administrator to enter into a contract to sell the truck to Franklin Township for no less than \$50,000.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 a.m. on December 17, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NO. 25-1217F**

**RESOLUTION AUTHORIZING A CONTRACT TO SELL A 2006 SUTPHEN AERIAL
LADDER TRUCK TO FRANKLIN TOWNSHIP, WARREN COUNTY OHIO FOR USE
BY FRANKLIN TOWNSHIP’S FIRE DEPARTMENT**

WHEREAS, Ohio Revised Code Section 505.101 provides the Hamilton Township Board of Trustees authority to enact resolutions to sell motor vehicles, materials, equipment, or supplies from or to any political subdivision without advertising or public bidding; and

WHEREAS, Hamilton Township currently owns a 2006 Sutphen Aerial Ladder Truck (VIN: 1S9A7LLE862003080) (the “Vehicle”) that it is no longer needed because the Township has acquired another ladder truck for the Hamilton Township Fire Department; and

WHEREAS, Hamilton Township desires to dispose of the Vehicle to another political subdivision so that it may be used by another fire department; and

WHEREAS, Franklin Township, Warren County Ohio has expressed a desire to purchase the Vehicle so that it may be used by its fire department and it does not currently have a ladder truck outfitted like the Vehicle.

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

SECTION 1. The Hamilton Township Board of Trustees hereby authorizes the Township Administrator, on the Board of Trustees’ behalf, to enter into a contract with Franklin Township, Warren County, Ohio to sell a 2006 Sutphen Aerial Ladder Truck (VIN: 1S9A7LLE862003080) for a price of not less than Fifty Thousand Dollars (\$50,000.00) and execute any other documents necessary to effectuate the sale of the Vehicle to Franklin Township, Warren County Ohio.

SECTION 2. That it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Hamilton Township Trustees and that all deliberations of the Board that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall become effective the earliest date permitted under Ohio 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 17th day of December, 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 December 17, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Planning and Zoning Office
12/17/2025 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 25-1217G, a resolution approving a Planned Unit Development (PUD) District Stage 3 final plan for approximately 19.015 acres for the property located at 421 State Route 22 & 3 (parcel 1605400059), Hamilton Township, Warren County, Ohio 45039.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 a.m. on December 17, 2025 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1217G**

**RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT (PUD) DISTRICT
STAGE 3 FINAL 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.**

WHEREAS, CRG Residential, (the “Applicant”) submitted an application (the “Application”) to Hamilton Township, seeking approval for a PUD Stage 3 final plan and approximately 19.015 acres located at 421 South State Route 22 & 3, Maineville, Ohio 45039 more specifically identified as Warren County Auditor’s Parcel Number 1605400059 (the “Property”);

WHEREAS, Property is currently zoned R-3 Multi-Family Residence PUD

WHEREAS, the Hamilton Township Zoning Commission considered the Application during a public hearing of the Zoning Commission on August 11, 2025, 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 January 7, 2026, at which time the Trustees voted to adopt the Zoning Commission’s recommendations, and approve the PUD Stage 3 final plan, 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 3 final plan is hereby approved, subject to the attached conditions (Exhibit A)

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 3. 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:

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

Resolution adopted this 17th day of December, 2026.

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 December 17, 2026.

Date: _____

Leah M. Elliott, *Fiscal Officer*

Exhibit A

RPC Staff recommends approval for the Northview Farm PUD Stage 2 to the Hamilton Township Zoning Commission subject to the following conditions:

Approve the Northview Farm PUD Stage 2 to the Hamilton Township Zoning Commission subject to the following conditions:

1. All plans and proposals from the applicant shall be made conditions of approval, unless modified by one of the following conditions.
2. Compliance with the Warren County Subdivision Regulations, the Hamilton Township Zoning Resolution, and the PUD Stage 1 conditions of approval (Resolution #97-212).
3. Prior to Final Plat approval, the applicant shall obtain approval for the sanitary sewer system extension and comply with all water and sanitary sewer system improvement and capacity requirements of the Warren County Water and Sewer Department.
4. The applicant shall contact the Warren County Health District regarding plumbing permits prior to construction of the multi-family dwellings, and the swimming pool shall be reviewed by the Ohio Department of Health.
5. Prior to PUD Stage 3 Final Plan approval, the applicant shall obtain access permits and perform a Traffic Impact Study (TIS) that is reviewed and approved by the Warren County Engineer's Office and the Ohio Department of Transportation. In addition, interior traffic circulation shall be subject to a written review by the Hamilton Township Fire Department.
6. The Hamilton Township staff shall make a determination that the proposed standards are in compliance with the standards of the Hamilton Township Zoning Resolution in effect in 1997, and shall determine what standards deviate from the 1997 Zoning Resolution. This determination may include the following:
 - a. Compliance with the 180 square foot parking space size requirements of the Hamilton Township Zoning Resolution, Section 7.6.3. (The application illustrates 162 square foot parking spaces.)
 - b. Required number of parking spaces per residential unit, Section 7.4.2.
 - c. Establishing a minimum dwelling unit size as required by the Hamilton Township Zoning Resolution, Section 5.6.2.
 - d. Building size and number of residential units in each building.
 - e. Maximum number of units per building.
 - f. Maximum building height, Section 5.6.2.
 - g. Building design and materials, Section 5.6.2.
 - h. A phasing plan as required by the Hamilton Township Zoning Resolution, Section 5.5.7.

7. Sidewalks, pool, clubhouse, and community amenities shall be constructed prior to 50% of the residential buildings receiving zoning certificate approval.
8. The applicant shall clearly delineate all proposed open space areas on the development plans. Township staff shall review the delineated areas to determine compliance with the open space requirements of Section 5.6.3 of the current Hamilton Township Zoning Resolution, or, if applicable, the provisions of the 1997 Zoning Resolution regarding the quantity and type of open space.
9. At the time of PUD Stage 3 Final Site Plan submittal, the applicant shall provide the following:
 - a) An updated Stormwater Management Plan approved by the Warren County Engineer's Office.
 - b) Prior to any tree clearing or earth-moving activities, the applicant shall obtain an Earth Disturbing Permit and submit a Stormwater Pollution Prevention Plan (SWPPP) in compliance with the requirements of the Warren County Soil and Water Conservation District.
 - c) The applicant shall coordinate with the Warren County Floodplain Administrator to determine whether floodplain permits are required for any proposed work within the designated flood zone.
 - d) If the existing stream is proposed to be impacted or disturbed in any way, the applicant shall obtain a jurisdictional determination from the U.S. Army Corps of Engineers and the Ohio EPA to identify any required permits prior to construction.
10. Prior to a Final Zoning Certificate being issued for any structure of the project, the applicant shall provide to Hamilton Township or the Warren County Transportation Improvement District funds equal to eight and one-quarter percent (8.25%) of the costs of transportation improvements for the intersections of Willow Pond Boulevard and US 22/SR 3, US 22/SR 3 and SR 48, and SR 48 and Willow Pond Boulevard, and the SR 48 and US 22/SR 3 corridors, in an amount not to exceed \$300,000, as described in the Northview Farms – Proposed Multifamily Residential Development Traffic Impact Study Addendum submitted by Bayer Becker Engineering dated October 27, 2025.



Administration Office

12/17/25 Trustee Meeting

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

Motion to approve the Memorandum of Understanding between the Hamilton Township Board of Trustees and IAFF Local 4055, which increases the Special Detail hourly compensation rate from \$51.00 to \$65.00 effective January 1, 2026, with all other terms of the Collective Bargaining Agreement remaining unchanged.

It is common for jurisdictions to fulfill requests for off-duty extra shifts for firefighters and police officers from construction companies, school districts, athletic tournaments and others for the jurisdiction to guarantee that sufficient personnel will be on-site for the requested activity. So that the Township does not have to pay for the overtime charges and so that the off-duty details can be filled, it is helpful to have a consistent hourly rate. The current hourly rate for off-duty firefighters is included in the CBA, has not been adjusted in a long time and is not consistent with the off-duty police officer rate. We are asking to approve an MOU for that item only in the CBA for a new hourly rate.



MEMORANDUM OF UNDERSTANDING

Between
Hamilton Township Board of Trustees
and
IAFF Local 4055 Professional Firefighters

This Memorandum of Understanding ("MOU") is entered into by and between Hamilton Township Board of Trustees ("the Employer") and IAFF Local 4055 ("the Union").

Purpose

The Parties agree to modify the current Collective Bargaining Agreement (CBA) regarding the compensation rate for Special Details.

Agreement

Effective **January 1st, 2026**, the hourly rate for **Special Detail assignments** shall be increased from **\$51.00 per hour** to **\$65.00 per hour**.

This revised rate replaces the previous Special Detail compensation referenced in the current CBA.

No other terms or provisions of the CBA are altered by this MOU. All remaining language of the Agreement remains in full force and effect.

Signatures

For For IAFF Local 4055:

Name / Title _____ Date: _____

For Hamilton Township Board of Trustees

Name / Title _____ Date: _____



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
IAFF LOCAL 4055
Hamilton Township Fire Rescue

For Hamilton Township Board of Trustees

Name / Title _____ Date: _____

For Hamilton Township Board of Trustees

Name / Title _____ Date: _____



Administrator - 12/17/25 Trustee Meeting

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

Motion to authorize the Township Administrator to execute an agreement with Goodhue Consulting to increase the maximum compensation from \$25,000.00 to \$45,000.00 for professional engineering services.

Pursuant to the agreement dated April 12, 2023, between the Township and Goodhue Consulting, Inc. for professional engineering services, any compensation exceeding the \$25,000.00 maximum requires additional authorization.

Accordingly, we are requesting approval to increase the maximum compensation from \$25,000.00 to \$45,000.00. This increase will allow the Township to retain Goodhue Consulting, Inc. to provide professional engineering services during and following the construction of the Mounts Park Stream Restoration and Improvements project. In addition, the term of the agreement will be revised to extend through December 31, 2026.

This project is a budgeted expense under ARPA Contract Services Fund 2273-690-360-0000.

December 12, 2025

Mr. Jeff Wright
Township Administrator
Hamilton Township Administration Office
7780 South State Route 48
Hamilton Township, Ohio 45039

RE: Formal Request to Increase Maximum Compensation Limit and Extend Term of Agreement

Dear Mr. Wright:

Pursuant to the April 12, 2023, agreement between Hamilton Township (Township) and Goodhue Consulting, Inc. for professional engineering services, if the maximum compensation above the \$25,000.00 limit will be exceeded during the term of the agreement, additional authorization/approval is required. Please accept this letter as a formal request to increase the maximum compensation from \$25,000.00 to \$45,000.00. If future provided services exceed the \$45,000.00 limit, additional authorization/approval will be required before commencing work.

Additionally, the April 12, 2023, agreement had a term of service concluding on April 30, 2024. Goodhue Consulting, Inc. requests that the end of term be revised to December 31, 2026, with this modification.

The following terms from the agreement remain in effect:

- Goodhue Consulting will provide services at an hourly rate of:

Principal	\$170.00 per hour
Senior Engineer	\$140.00 per hour
Engineer	\$100.00 per hour
Administrative	\$70.00 per hour

- Services requested by the Township that exceed this limit will require additional authorization or approval before work can commence.
- The contract may be renewed for future years upon written request and approval by the Township.

- Any changes/revisions/modifications to the above terms will require acceptance, authorization and/or approval from both parties.
- Incurred expenses that are required to perform the work associated with the services requested will be billed without markup for reimbursement and supporting documentation/receipts will be provided with the invoice. Typical expenses incurred are likely travel-related (mileage, parking, meals, lodging, airfare, etc.) and/or reprographic services. Invoices generated will request reimbursement for mileage in accordance with the latest IRS Standard Mileage Rate (70.0 cents per mile for business miles driven as of January 1, 2025).

If you have any questions or require additional information, please contact me at (937) 271-7778 or via email at paul.goodhue@goodhueconsulting.com. We appreciate the opportunity to collaborate with you and Township staff to deliver engineering services that enhance the quality of life for Township residents, businesses, and visitors.

Sincerely,

Goodhue Consulting, Inc.



Paul C. Goodhue, P.E, PTOE
President

AUTHORIZATION

Your signature below authorizes Goodhue Consulting to continue providing the requested services and permits us to invoice Hamilton Township in accordance with the terms and rate table stated in this amendment.

CLIENT

Hamilton Township

By: _____

Name: _____

Title: _____

GOODHUE CONSULTING

Goodhue Consulting, Inc.

By: _____

Name: _____

Title: _____

The person signing on behalf of their respective party represents that he or she is legally authorized to sign on behalf of said party.



Office of Human Resources
12/17/2025 Trustee Meeting

The following motion(s) is/are requested to the Board of Hamilton Township Trustees from the Human Resources Manager:

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

- On roll Kenneth Ryan Carrel as full-time Mechanic in the Public Works Department, effective 12/22/2025; starting pay as determined by current Collective Bargaining Agreement.
- On roll Lisa Lakes as part-time Fitness Coordinator in the Fire Department, effective 01/05/2026; starting pay rate \$45/hour.



Administration Office

12/17/25 Trustee Meeting

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

Motion to schedule regular meetings of the Board of Trustees of Hamilton Township on the first and third Wednesday of each month at 6:00 p.m. at the Township Hall located at 7780 South State Route 48, Hamilton Township, Ohio 45039 and may be rescheduled or cancelled by the Chairperson of the Board of Township Trustees, or the Township Administrator, or a majority vote of the members of the Board of Trustees. Special meetings may be called by the Chairperson of the Board of Trustees, or the Administrator, or a majority vote of the members of the Board of Trustees provided the notice required under Ohio law is provided.

1st Wednesday	3rd Wednesday
January 7, 2026	January 21, 2026
*February 3, 2026	February 18, 2026
March 4, 2026	March 18, 2026
April 1, 2026	April 15, 2026
May 6, 2026	May 20, 2026
June 3, 2026	June 17, 2026
July 1, 2026	July 15, 2026
August 5, 2026	August 19, 2026
September 2, 2026	September 16, 2026
October 7, 2026	October 21, 2026
November 4, 2026	November 18, 2026
December 2, 2026	December 16, 2026

*Tuesday February 3, 2026 Due to OTA conference