



HAMILTON TOWNSHIP ADMINISTRATION

Joseph Rozzi – *Board Chair*

Mark Sousa – *Trustee*

Darryl Cordrey – *Trustee*

Kurt Weber – *Fiscal Officer*

7780 South State Route 48

Maineville, Ohio 45039

Phone: (513) 683-8520

Township Administrator

Steve Pegram

(513) 239-2372

Police Department

Scott Hughes – Police Chief

Phone: (513) 683-0538

Fire and Emergency Services

Jason Jewett – Fire Chief

Phone: (513) 683-1622

Public Works

Don Pelfrey – Director

Phone: (513) 683-5360

Assist. Fiscal Officer

Ellen Horman

Phone: (513) 239-2377

Human Resources

Cheryl Allgeyer

Phone: (513) 239-2384

Zoning Administrator

Lindsey Gehring

Phone: (513) 683-8520

Parks and Recreation Director

Nicole Earley

(513) 683-5320

TRUSTEE MEETING AGENDA 12/07/2022

6:00PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the November 16, 2022 Township Trustee Meeting
- Bills before the Board

Public Comments

Human Resources

- MOUs with Bargaining Units

Public Works

- Cemetery Deed

New Business

- Resolution 22-1207A: Resolution Increase in appropriations
- Resolution 22-1207B: Resolution "Then and Now" Certificate

Old Business

Administrator's Report

Fiscal Officer's Report

Trustee Comments

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

Hamilton Township Trustee Meeting

November 16, 2022

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 6:00 p.m. 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.

Motion made by Mr. Rozzi with a second by Mr. Cordrey to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the November 2, 2022, Trustee Meeting.

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

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

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

Public Comments

Mr. Rozzi opened the floor to public comments at 6:02pm.

Mr. Ray Warrick came forward to speak. He stated he has two points to make about the budget. He mentioned that he looked at the beginning reserve balances and then the projected ending. He stated the Township will spend 1.4 million more than what we will bring in. Which is possible because of Reserve money. Mr. Warrick said when he deducted the ARPA funds it brought it down to 1 million dollars. He said in 2017 the Township operated on 7.7 million dollars and in 2023 the Township is saying 15.5 million will be spent. He said that he is sure that some of it can and will be explained. He stated that with the 15 million dollars in Reserve, we have 1 year of expenses paid for. He mentioned that Warren County, Ohio is exceptionally fiscal. He said they are the only County in this State that he knows of that does tax holidays. He asked that Hamilton Township consider this.

Mr. Rozzi closed the floor to public comments at 6:13pm.

New Business

-Resolution 22-1116A: Resolution Approving Rezone for Shoppes at St. Rt. 48

Mr. Rozzi asked for a little background on the next two resolutions from Mr. Pegram.

Mr. Pegram stated that at the previous meeting there was a hearing for both. The first is a rezoning at the property on St. Rt. 48, he did mention that they have not submitted any plans on what will be done with the property at this time.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-1116A.

Roll call as follows:

| | |
|----------------|-----|
| Mark Sousa | Yes |
| Joe Rozzi | Yes |
| Darryl Cordrey | Yes |

- Resolution 22-1116B – Resolution Approving Preliminary and Final Plans for Tribute Hamilton Township.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-1116B.

Mr. Cordrey stated that he knows there was a lot of concern about water runoff, he asked Mr. Weber if he could explain what the plan is going forward.

Mr. Weber mentioned that from the Engineer's Office stand point the storm water for the apartments will be directed further to the East toward Bear Run.

Roll call as follows:

| | |
|----------------|-----|
| Darryl Cordrey | Yes |
| Mark Sousa | Yes |
| Joe Rozzi | Yes |

- Motion – Snow removal contracts for un-dedicated subdivision roads.

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into contract with D.R. Horton LLC. For snow and ice removal services for the unaccepted streets at Valley View subdivision section 1 & 2.

Roll call as follows:

| | |
|----------------|-----|
| Joe Rozzi | Yes |
| Mark Sousa | Yes |
| Darryl Cordrey | Yes |

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into contract with D.R. Horton LLC. For snow and ice removal services for the unaccepted streets at Villages of Hopewell Valley subdivision section 7 & 8.

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

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into contract Fischer Homes. For snow and ice removal services for the unaccepted streets at Eagles Pointe subdivision section 3, 4, 5A, 5B, 5C and Providence Subdivision section 10.

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

Old Business

- 2023 Budget

Mr. Rozzi asked if there were any questions from the Board.

Mr. Cordrey stated he did not have any questions but would like to have a conversation since Mr. Warrick brought up some good points. He stated that he wanted to clarify on the mentioning of 2017. He went on to say that in 2017 & 2018 there was a shift in philosophy as far as what the Township wanted. He said he ran for office in 2017-2018 and Mr. Rozzi as well they ran on investing in the Township, right sizing our Township and resources. In 2018-2019 they ran 3 Levies that were over whelming passed by the residents. He believes they have done an outstanding job of fulfilling the requests of the residents, investing in our Police, Fire Department and adding resources into our roads as well as investing in our Parks. He stated to Mr. Warrick's part about spending more money than we are taking in, some of that is ARPA funds that we normally wouldn't have done without those funds. We have also had a fair amount of reserves over the last several years. He stated he believes that 6-8 months is a sweet spot that he likes to be. He wanted to reassure that they have done their due diligence and they do not just spend the money where it isn't needed, they have invested in the Township.

Mr. Sousa stated that Mr. Warrick has hit the nail on the head with a lot of points and mentions that he does communicate regularly on financial matters. Mr. Sousa stated he does think government budgeting processes do have a lot of inherent flaws because they are peoples tax dollars you are going to be overly conservative. He mentioned that he did some of the same thinking that Mr. Warrick did and he went back to 2022. He explained in 2022 we thought we

would spend 2.5 million dollars of ARPA money, however we have spent 8,000 dollars of it in fees associated with the Mounts Park mitigation. He stated we will more than likely this year spend 13 million dollars give or take and we budgeted far more than that, he said the routinely are over conservative.

Mr. Rozzi stated what he can add is being a private sector business owner, is the unknown. He explained they were looking at a record year in 2020 but it turned out to be the worst year and almost put them out of business. He also mentioned things came back in 2021 however freight went through the roof it went up 300%. He stated he looks at the cost going into the future he likes to see more of a 9-12 month reserve because you don't know what will happen.

Mr. Pergram gave a PowerPoint presentation on the 2023 budget that is available to review online. He stated that Staff recommends the approval of the 2023 budget.

Mr. Cordrey thanked the staff and everyone involved in putting this budget together.

Mr. Sousa stated that he liked the visual presentation. He mentioned Q1 it may make sense to give a prior year update since it will look immensely different after the fact than the budget going into the year does.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-1116C, approving the 2023 Budget for Hamilton Township.

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

Administrator's Report

Mr. Pegram mentioned that we did recognize on social media Veterans Day this past Friday November 11th. In researching he mentioned he did learn the origin was the peace treaty during WWI was struck at the 11th hour, on the 11th day of the 11th month. He explained we do have 12 employees with Hamilton Township across different departments that have previously served or are continuing to serve in the military. He thanked them for their service and noted that we have updated the plaque in the lobby with all current employees' names and branch of service.

Mr. Rozzi wanted to mention and make a motion about the last meeting in December. He mentioned that the meeting is typically moved to earlier in the day to address employee end of the year awards.

Mr. Rozzi made a motion with a second from Mr. Cordrey to move the December 21st Trustee Meeting from 6pm to 1pm.

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

Fiscal Officer's Report

Mr. Weber mentioned every year that Hurst Kelly accountants do our annual financial reports for the Township. Mark Hurst from Hurst Kelly has a proposal to do that again to close out 2022. The cost would be 8,500 dollars. He asked the Trustees to make a motion.

Mr. Yoder made a motion to ratify Kurt Weber's signature of the letter engaging with Hurst Kelly.

Mr. Rozzi so moved with a second from Mr. Cordrey.

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

Mr. Weber explained that this report is through October of 2022. We are 83% thru the year. Expenditures are at 62% of the budget. 17.7 million was the budget for 2022 and to date we have spent 11.1 million of that. We have received 103% of our anticipated revenue.

Trustee Comments

Mr. Cordrey reminded everyone that Mounts Park is open year around dawn to dusk. Little Miami Craft Show is coming up this weekend at the High School. The Tree Lighting is December 10th at Station 76 from 4pm-6pm. He wished everyone a Happy Thanksgiving.

Mr. Sousa wanted to mention that we have recently received two grants. One is a grant we received from ODNR for a Shelter that will be constructed at Marr Park. The other grant was received for health and mental wellness for the Police and Fire Departments.

Captain Short explained that this grant was filed earlier in the year it is through Governor DeWine's office. It is part of his first responder wellness initiative that came out earlier this year. We received \$41,750 this is a joint application for the Police and Fire Department. It is a 2 year grant cycle that will allow us to have all Fire Fighters and Police Officers an annual mental health assessment. We will also have a fully funded critical response team during this time.

Mr. Sousa thanked Captain Short. He also mentioned the savings plan and that their current primary account is not gaining any interest. He said Mr. Pegram and Ellen have done some due diligence, they have had meetings and done research and that it is now decision time. He doesn't think we should wait until the beginning of the calendar year. He mentioned the bank that is doing the proposal is holding 70 million dollars for Star Ohio for the State of Ohio. He said the current rate is 4.25% and it is a liquid savings account. He mention Mr. Pegram and Ellen has spoken about keeping roughly a 90 day supply of cash in our primary checking account. He asked if something like this would fall under investment policy.

Mr. Yoder said he doesn't know the answer off hand and he will have to think through timing on that.

Mr. Sousa mention that we probably want to manage as few accounts as possible and this account would be fully insured.

Mr. Cordrey said he would like a formal recommendation from Mr. Weber, Ellen and Mr. Pegram before moving forward. He was also curious if we have approached any other institutions that are offering a similar program as well.

Mr. Pegram said they have done a little bit of that with people we bank with and do investments with now. He stated there are always other options out there, some would be commercial paper. Townships can do investments with commercial paper but it requires more training and more certifications for our fiscal officer and our assistant fiscal officer. He stated it does appear that this option is the best for us, since it is truly cash.

Mr. Sousa mentioned that the Red Tree options do not have the liquidity. He said some is liquid however they will put some in commercial paper or CD's that are not easily accessible. He said his thought is come back next meeting with a formal recommendation and get the structure in place so it can be funded by year end.

Mr. Weber said he appreciates Mr. Sousa leading the charge on this. He also thanked Mr. Pegram and Ellen for doing the due diligence. He said he thinks the fact that Star Ohio parks their money there says a lot. He said he is all for it.

Mr. Sousa said last thing he has is Happy Thanksgiving.

Mr. Rozzi wished everyone a Happy Thanksgiving.

Executive Session

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into Executive Session at 7:47pm in reference to O.R.C. 121.22 (G) (1): To consider the appointment or employment of a public employee.

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

Mr. Rozzi made a motion with a second from Mr. Cordrey to come out of Executive Session at 7:59pm.

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

Adjournment

With no further business to discuss, Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 7:59pm.

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



Office of Human Resources

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

Motion to approve Memorandum of Understanding with Hamilton Township Teamsters Local 100 as presented.

Public Works Teamsters MOU. Effective pay period for pay increase(s) to be first full pay period in January, instead of 1-1-23. This prevents us from having to do two-time sheets and two payrolls the first week of the new year and brings all collective bargaining units and non-union employees into compliance.

Motion to approve two Memorandums of Understanding with the Hamilton Township IAFF Local 4055

Fire Department has two (2) MOUs with the Firefighters IAFF union. Effective pay period for pay increase(s) to be first full pay period in January, instead of 1-1-23. This prevents us from having to do two-time sheets and two payrolls the first week of the new year and brings all collective bargaining units and non-union employees into compliance.

The second is Military Leave and bringing it into policy with State and Federal Law.



Office of Public Works

The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Department:

Date of Meeting: December 7, 2022

Effected Department: Public Works Department

Motion: I request a motion to issue a revised deed, from lot 507 grave(s) 1 & 2 moving to lot 507 grave(s) 3 & 4.

Budget Impact: N/A

Line Item Account:



Office of Public Works

The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Department:

Date of Meeting: December 7th, 2022

Effected Department: Public Works Department

Motion: I request a motion to approve the purchase of cemetery deeds as presented to the board.

Budget Impact: N/A

Line Item Account:

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on December 7, 2022, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 22-1207A**

**A RESOLUTION AUTHORIZING AND APPROVING CERTAIN ADJUSTMENTS IN
TOWNSHIP APPROPRIATIONS IN VARIOUS TOWNSHIPS FUNDS TO RECONCILE
BUDGETS FOR CALENDAR YEAR 2022**

WHEREAS, the Board of Township Trustees wishes to authorize and approve certain changes in appropriations in order to reconcile budgets and appropriations for calendar year 2022;

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

SECTION 1. The Fiscal Officer is hereby authorized and directed to either increase or decrease the appropriations in certain funds more specifically identified below:

- a. Increase the Lighting District Fund Line Item 2401310-351-0000, Salary Administrator in the amount of \$47,107.78 for a total of \$428,584.22;
- b. Increase the Road and Bridge Fund Line Item 2031-330-230-0000, Workers' Compensation in the amount of \$2,368.86 for a total of \$12,368.86;
- c. Increase the Police District Fund Line Item 2081-210-230-0000, Workers' Compensation in the amount of \$12,714.19 for a total of \$31,514.19; and,
- d. Increase the Fire and EMS Special Levy Fund Line Item 2283-220-230-0000, Workers' Compensation in the amount of \$10,736.77 for a total of \$48,736.77.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amounts reflected in Section 1 of this Resolution.

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 _____ |
| Mark Sousa | Aye _____ | Nay _____ |
| Darryl Cordrey | Aye _____ | Nay _____ |

Resolution adopted this 7th day of December 2022.

Attest:

Kurt Weber, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Kurt Weber, 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 7th, 2022

Date: _____

Kurt Weber, Fiscal Officer

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on December 7, 2022, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 22-1207B**

**A RESOLUTION AUTHORIZING THE TOWNSHIP FISCAL OFFICER TO ISSUE A
THEN AND NOW CERTIFICATE FOR PAYMENT OF THE NOVEMBER 2022
LIGHTING DISTRICT INVOICE AND DECLARING AN EMERGENCY**

WHEREAS, Section 5705.41 of the Ohio Revised Code permits a taxing authority to issue a “Then and Now Certificate” if the Fiscal Officer can certify that both at the time that a contract or purchase order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection to the credit of the proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant; and,

WHEREAS, the Board of Township Trustees desires to issue a Then and Now Certificate for payment of \$1,672.71 for payment of the November 2022 Lighting District invoice.

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

SECTION 1. That the Board of Township Trustees hereby authorizes the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of \$1,711.44.

SECTION 2. This Resolution is declared to be an emergency measure necessary for the preservation of the health, safety, and well-being of the residents of the Township and in order to ensure the funds certified by the Fiscal Officer are approved by the Board of Trustees in a timely manner as required by Ohio 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:

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

Resolution adopted this 7th day of December 2022.

Attest:

Kurt Weber, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Kurt Weber, 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 7th, 2022

Date: _____

Kurt Weber, Fiscal Officer