



TRUSTEE MEETING AGENDA 4/5/2023

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 March 15th Board of Trustees regular meeting.
- Bills before the Board

Proclamation – “Sarcoidosis Awareness Month”

Public Comments

Public Hearing – Site Plan Review “Tee 18 Golf” 15 E. US-22/3 Maineville, OH

New Business

- **Resolution 23-0405A** – A resolution increasing, decreasing, transferring, and advancing funds for various projects within the 2023 annual budget for Hamilton Township
- **Resolution 23-0405B** – A resolution disposing of certain surplus motor vehicles in the impound lot.
- **Motion** – Motion to approve a contract for Asphalt at the Training Tower
- **Motion** – Motion to approve a Purchase Order for the Quint (Ladder Truck)
- **Motion** – Motion to approve Cemetery Deed

Fiscal Officer's Report

Trustee Comments

Administrator's Report

Human Resources

- **Motion** – Motion to amend the roster of Hamilton Township as presented.

Executive Session – Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(1) to discuss employment and compensation of a public employee.

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

Mark Sousa – *Board Chair*

Joseph Rozzi – *Vice Chair*

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

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

Lindsey Gehring

Phone: (513) 683-8520

Parks and Recreation

Nicole Earley

(513) 683-5360

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on April 5, 2023 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 23-0405A**

**A RESOLUTION AUTHORIZING AND APPROVING CERTAIN ADJUSTMENTS IN
TOWNSHIP APPROPRIATIONS IN THE FOR CALENDAR YEAR 2023**

WHEREAS, the Board of Township Trustees wishes to authorize and approve certain changes in appropriations as follows;

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 increase the appropriations in certain funds as more specifically identified below:

- a. Increase appropriations in the Police Fund 2081-210-360-0600 Contracted Service (Impound Lot) \$100,000 making the new total for 2023 \$135,000.
- b. Increase appropriations in the General Fund (Zoning) Legal Fees line item 1000-130-311-0000 \$75,000 making the new total for 2023 \$150,000.
- c. Increase appropriations in the EMS Billing Fund 2284-230-323-0000 Repairs and Maintenance \$25,000 making the new total for 2023 \$50,000
- d. Transfer from the General Fund 1000 to the Fire and EMS Levy Fund 2283 \$500,000 making the new total for 2023 \$4,784,638.91
- e. Increase appropriations in the Fire and EMS Levy Fund Motor Vehicles 2283-760-750-0000 \$500,000 making the new total for 2023 \$535,000.

- f. Increase appropriations in the ARPA Fund 2273 Motor Vehicles 2273-220-750-0000 \$1,000,000 making the new total for 2023 \$1,000,000.
- g. Increase appropriations in the Fire/EMS Levy Fund 2283-220-720-0000 Buildings \$48,398 making the new total for 2023 \$97,758.
- h. Decrease appropriations in the General Fund 1000-610-360-000 Contracted Services (Parks) \$41,671 making the new total for 2023 \$108,329.
- i. Advance from the General Fund 1000 to the ODNR NatureWorks Grant Fund 2911 \$41,671 making the total for 2023 \$41,671.
- j. Increase Appropriations in the ODNR NatureWorks Grant Fund 2911-610-360-0000 Contracted Services making the total for 2023 \$41,671.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificates 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 5th day of April 2023.

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 April 5th, 2023

Date: _____

Kurt Weber, Fiscal Officer



**Office of Township Administrator
04/05/23 Trustee Meeting**

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

Motion to approve Resolution 2023-0405A - A RESOLUTION AUTHORIZING AND APPROVING CERTAIN ADJUSTMENTS IN TOWNSHIP APPROPRIATIONS IN THE FOR-CALENDAR YEAR 2023

- a. Increase appropriations in the Police Fund 2081-210-360-0600 Contracted Service (Impound Lot) \$100,000 making the new total for 2023 \$135,000.**

This is money in and money out but has to be accounted for by revenue and expenses. Specifically, these are the fees we are paying the tow companies but being reimbursed when the vehicles are picked up by the owner at the impound lot. While we are increasing appropriations, we will be receiving the same amount or more in revenue from the impound lot.

- b. Increase appropriations in the General Fund (Zoning) Legal Fees line item 1000-130-311-0000 \$75,000 making the new total for 2023 \$150,000.**

Specifically related to the volume of economic development projects, TIF's etc., currently being worked on.

- c. Increase appropriations in the EMS Billing Fund 2284-230-323-0000 Repairs and Maintenance \$25,000 making the new total for 2023 \$50,000.**

Significant repairs have already been made in 2023 reducing the amount of money available for the remainder of the year. This will double the budget for 2023 so we hopefully can continue to maintain our very busy EMS fleet.

- d. Transfer from the General Fund 1000 to the Fire and EMS Levy Fund 2283 \$500,000 making the new total revenue for 2023 \$4,784,638.91.**
- e. Increase appropriations in the Fire and EMS Levy Fund 2283-220-750-0000 Motor Vehicles \$500,000 making the new total for 2023 \$535,000.**
- f. Increase appropriations in the ARPA Fund 2273-220-750-0000 Motor Vehicles \$1,000,000 making the new total for 2023 \$1,000,000.**

These two motions are related and necessary to open a purchase order in the Fire and EMS fund for the Quint that was approved in 2022. If the Fire/EMS budget were to pay 100% of the cost, we would not have enough revenue to pay for basic operating expenses through 2025 and this allows us to pay cash using General Fund and ARPA funds rather than finance which would cost more.

- g. Increase appropriations in the Fire/EMS Levy Fund 2283-220-720-0000 Buildings \$48,398 making the new total for 2023 \$250,758.**

As the board most likely saw the area of payment is very small and we have already had vehicles stuck in the gravel and grass at Marr Park. I asked Chief Jewett to get a price to pave around the training tower giving it a more finished look as well as safer for our vehicles etc. The quote from Towne construction is \$48,398. Deerfield Township is contributing to this as well so some of that cost will come back to us once we invoice Deerfield for the project.

- h. Decrease appropriations in the General Fund 1000-610-360-000 Contracted Services (Parks) \$41,671 making the new total for 2023 \$108,329.**

- i. Advance from the General Fund 1000 to the ODNR NatureWorks Grant Fund 2911 \$41,671 making the total for 2023 \$41,671.**

- j. Increase Appropriations in the ODNR NatureWorks Grant Fund 2911-610-360-0000 Contracted Services making the total for 2023 \$41,671.**

We received the ODNR NatureWorks Grant for a shelter at Marr Park. One of the conditions is we set up a separate fund for the grant. The grant fund 2911 has been established, these three motions are simply reducing the amount we budgeted for the grant in the general fund, advancing that amount to the grant fund and then appropriating the same amount. We are making an advance so that once we are reimbursed by ODNR we can pay back the General Fund and close this "special" grant fund. So essentially, we are moving money around but not increasing or decreasing the actual overall budget that was already approved.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on April 5, 2023, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, *Chair*

Joseph P. Rozzi – Trustee, *Vice Chair*

Darryl Cordrey – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 23-0405B**

**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:
2003	Mazda	Protégé	JM1BJ225431164828
2004	Honda	Accord	1HGCM56774A159697

WHEREAS, the Board of Trustees has determined that the fair market value of the above listed items is not in excess of two thousand five hundred dollars (\$2,500.00);

WHEREAS, due to the determination of the value of the above-listed property, Section 505.10(A)(2)(a) of the Ohio Revised Code authorizes the Board of Trustees to sell the property by private sale, without advertisement or public notification;

WHEREAS, the Board of Trustees has determined that due to the nature of the above-listed items, disposal of that property by private sale is desirable.

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be sold, by private sale, without advertisement or public notification.

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

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

Resolution adopted this 5th day of April 2023.

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 April 5th, 2023

Date: _____

Kurt Weber, Fiscal Officer



Office of Chief of Police
04/5/23 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 23-0405B - A RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-USE PROPERTY IN THE POLICE DEPARTMENT

2023 Mazda Protégé Vin # JM1BJ225431164828

2004 Honda Accord Vin # 1HGCM56774A159697



Office of Township Administrator
04/05/23 Trustee Meeting

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

Motion to approve a contract with Towne Construction Services for asphalt paving at the fire training tower in the amount of \$48,398.

As the board most likely saw the area of payment is very small and we have already had vehicles stuck in the gravel and grass at Marr Park.

I asked Chief Jewett to get a price to pave around the training tower giving it a more finished look as well as safer for our vehicles etc.

The quote from Towne construction is \$48,398.

Deerfield Township is contributing to this as well so some of that cost will come back to us once we invoice Deerfield for the project.



Office of Township Administrator
04/05/23 Trustee Meeting

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

Motion to approve opening a Purchase Order (PO) with Atlantic Emergency Services in the amount of \$1,500,000 for the purchase of the 107' Ladder Truck (Quint) approved by the Board of Trustees in 2022.

In October 2022 the Board of Trustees approved the purchase of a new ladder truck (Quint). The resolution already made today both appropriated the funds for this purchase and now the next step is to open a purchase order. The opening of a PO is simply to show in our budget where and how we are paying for that truck.

There had been previously discussion about financing the truck or using other financing options. The recommendation this time is to open a purchase order for the truck, that way the cost is encumbered in our budget, and we will be paying cash for the purchase, which is the least expensive option.

Although we will open the PO and encumber the 1.5 million dollars in 2023 the actual payment will be upon delivery in late 2024 or early 2025.



Office of Public Works

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

Date of Meeting: April 5th, 2023

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:



Office of Human Resources
04/05/23 Trustee Meeting

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

Motion to amend the roster of Hamilton Township as presented.

- Off role Ethan Sparks part time Firefighter/EMT effective 04/01/2023
- Off role Lia Thomas part time Firefighter/EMT effective 04/06/2023
- Promote Ashley Patrick from part time to full time Firefighter/Paramedic effective 04/16/2023 dependent on passing employment testing, pay rate determined by CBA
 - Ashley will fill a current open position within the Fire Dept.