Hamilton Township Trustee Meeting

October 21, 2026

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

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

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the Clerk's Journal as the Official Meeting Minutes of the October 7th 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

Guest Speaker

Council on Aging of Southwestern Ohio – Paula Smith

Paula Smith provided an overview of the Elderly Services Program (ESP) and the services it provides to older adults and caregivers in Warren County. The program helps older adults remain in their homes by assisting with a variety of daily needs, including transportation, meals, and housekeeping.

In 2025, the program served 2,777 clients. Of those served, 50% lived alone, and 87% were aged 70 or older. Clients reported average monthly out-of-pocket medical expenses of $426.

Smith noted that the ESP levy will be on the November ballot for renewal. The renewal will not increase property taxes, with an estimated cost of $22 per $100,000 of property value.

Approximately 400–450 individuals in Hamilton Township receive services through the Elderly Services Program.

Warren & Clinton Counties Mental Health Recovery Board- Amy Fornshell

Amy Fornshell presented information on the Mental Health Recovery Board's five-year levy renewal, which will not increase property taxes. Levy funding accounts for nearly 60% of projected revenue and supports local mental health and addiction recovery services, including crisis response, school-based programs, suicide prevention, treatment, and recovery housing.

Fornshell encouraged community support through voter education, yard signs, social media, and volunteer opportunities.

Public Comments

Mr. Sousa opened the floor for public comments at 6:23 PM.

Brad Turner, representing the Providence Subdivision HOA, requested guidance regarding a vacant parcel within the subdivision that does not have a sidewalk. Legal Director, Mr. Yoder advised that Cathy Walton, Zoning Director, would be the appropriate point of contact and recommended that Mr. Turner reach out to her for further guidance.

Mr. Turner also expressed concerns about the increasing number of e-bikes being used by children throughout the subdivision, citing potential property damage and safety risks to both riders and others. Police Chief Short explained that state laws and regulations regarding e-bikes and electric scooters have not kept pace with their growing use. He is awaiting further legislation and guidance, noting that enforcement will likely depend on the classification of the bikes.

Chief Short also discussed ongoing challenges with enforcement. Although officers respond to complaints, the individuals riding the bikes are often gone by the time police arrive, and witnesses are frequently unable to identify them, making enforcement difficult.

With no further comments, Mr. Sousa closed the floor for public comments at 6:33 PM.

New Business

Resolution No. 26-1021A- Approve Zoning Text Amendments

Mr. Wright explained that the proposed text amendments included in the resolution were discussed at the September 16th Trustee Meeting. At that time, the Trustees agreed to amend the Zoning Resolution to remove references to the Warren County Regional Planning Commission and revise the pool setback requirements from 20 feet from the water's edge to 10 feet from the property line. This resolution formalizes the decision made at the previous meeting.

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1021A, a resolution adopting text amendments to Chapters 2, 3, 4, and 5 of the Hamilton Township Zoning Resolution.

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

Resolution No. 26-1021B- Authorize Increase Appropriation for 2026 True-Up

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1021B, a resolution authorizing an increase in Township appropriations for the 2026 calendar year true-up and declaring an emergency.

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

Resolution No. 26-1021C- Authorize Interfund Advancement from General Fund to EMS Fund

Chief Jewett requested approval to transfer $132,000 from the General Fund to the EMS Billing Fund to purchase replacement SCBA equipment. The current packs are 12 years old, with a 15-year life expectancy, and their warranties have expired. By taking advantage of a buy-one-get-one-free offer for 32 bottles, the Township will save approximately $63,000. The new, lighter tanks will reduce strain on firefighters. Payment will be deferred until 2027, with repayment to the General Fund due by July 1, 2028.

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1021C, a resolution authorizing the purchase of replacement self-contained breathing apparatus tans and associated equipment from Vogelpohl Fire Equipment in the amount of $265,568.78 and an interfund advancement from the General Fund (1000) to the EMS Billing Fund (2284) in 2026 and declaring an emergency.

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

Resolution No. 26-1021D- Appointing Best Best & Krieger LLP as Special Outside Council for Telecommunications and Cell-Tower Lease Matters

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1021D, a resolution Appointing Best Best & Krieger LLP as Special Outside Counsel for Telecommunications and Cell-Tower Lease matters and declaring an emergency

Roll call as follows: Joe Rozzi
Mark Sousa
Darryl Cordrey

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:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

Motion- Authorize Administrator to Approve Order Change with Stantec

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to authorize the Township Administrator to approve a change order from Stantec Consulting Services in the amount of $47,075 for additional design services and construction observation for the Floodplain Swale Phase II Design at Mounts Park.

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

Motion - Authorize Administrator to Approve Change Order with Evans Landscaping

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to authorize the Township Administrator to approve a change order from Evans Landscaping in an amount not to exceed $298,500 to complete the construction of Phase II at Mounts Park.

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

Motion- Renew Annual Policy with Ohio Plan Risk Management, Inc.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to renew our annual policy with Ohio Plan Risk Management, Inc. for the purpose of property and casualty and cyber insurance coverage.

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

Public Comments

Mr. Sousa opened the floor to public comments at 6:58 PM, with nobody coming forward public comments was closed.

Fiscal Officer's Report

Fiscal Officer Leah Elliott presented the September financial report. She noted that the primary difference in revenue compared to this time last year is due to the County's delay in distributing the second property tax settlement, which the Township has not yet received. Regarding expenditures, she explained that once the Public Works building expense is removed, expenditures are in line with the expected 75% budget mark and are more consistent with last year's figures.

Leah also provided an update on the financial software selection process. She and staff have met with two vendors, with demonstrations scheduled for next month.

Administrator's Report

Administrator Wright reported that the new Hamilton Township website launched last week. The website brings the Township into compliance with new federal ADA requirements that jurisdictions must meet by 2028, putting the Township ahead of the deadline.

He announced that Officer Kyle Conner and Officer Hunter Bare have successfully completed their probationary periods. He also shared that the ribbon-cutting ceremony and grand opening for Tropical Smoothie Cafe will take place on October 23 at 10:30 a.m.

Additionally, Sgt. Elzey, Sgt. Huelsman, and Sgt. Kibbee completed the FBI-LEEDA Trilogy leadership training program. Administrator Wright also reminded everyone that National Prescription Drug Take Back Day is this Saturday.

Trustee Comments

Mr. Cordrey reported that he attended the Trunk or Treat event at Testerman last Saturday, noting that it was a success with a great turnout. He thanked staff for their hard work organizing

the event. He also shared that he received a compliment about the Public Works Department and expressed his appreciation for the special relationship the department has built with residents.

Mr. Cordrey thanked the Hamilton Township Police Department, Warren County Sheriff's Office, Lebanon Police Department, and Ohio State Highway Patrol for their efforts in enforcing commercial vehicle regulations. He also reminded residents that Halloween trick-or-treating will take place on October 31 from 6:00 to 8:00 p.m., rain or shine.

Mr. Sousa thanked Police Chief Short for ensuring that the department consistently exceeds training standards. He also addressed the recent drowning of a child with a disability in a nearby retention pond. He extended his condolences to the child's family and expressed his gratitude to the first responders who arrived at the scene and acted swiftly.

Executive Session

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn into executive session at 7:07 PM in accordance with ORC 121.22(G)(1) to discuss the employment and compensation of a public employee.

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

Mr. Sousa made a motion with a second from Mr. Cordrey to come out of the executive session at 7:32 PM.

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

Adjournment

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 7:32 PM.

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