HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION
Mark Sousa– *Board Chair*
Darryl Cordrey– *Vice Chair*
Joseph Rozzi – *Trustee*
Leah Elliott - *Fiscal Officer*

7780 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-8520

Township Administrator
Jeff Wright
Phone: (513) 683-8520

Assistant Administrator
Jennifer Patterson
Phone: (513) 683-8520

Police Department
Quillan Short – 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

Zoning Administrator
Cathy Walton
Phone: (513) 683-8520

Parks and Recreation
Nicole Earley
(513) 683-5360

TRUSTEE MEETING AGENDA 11/18/2026

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 November 4th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Proposed 2027 Budget

Resolutions

- Resolution No. 26-1118A- Authorize the Private Sale of Unneeded and Unfit-For-Use Property in the Police Department
- Resolution No. 26-1118B- Authorizing Increase of Appropriations in the General Fund
- Resolution No. 26-1118C- Authorize Removal of Vegetation and Declaring 0 East Towne Center Blvd. (1605600002) a Nuisance Property

Motions

- Approve an engagement letter with Hurst Kelly for the 2026 Financial Report
- Approve the sale of Cemetery Deeds as presented
- Motion to amend the Hamilton Township roster as presented

Public Comments

Fiscal Officer's Report

Administrator's Report

Trustee Comments

Executive Session Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(3) to discuss pending or imminent court action, and ORC 121.22(G)(1) to discuss the employment 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 Trustee Meeting

November 4, 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 21st Board of Trustees regular meeting.

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

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

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

Public Comments

Mr. Sousa opened the floor for public comments at 6:03 PM.

Rob Deubell, a 17-year Township resident, expressed concerns regarding alleged fraud, Uzbek trucking companies, and their connections to the mosque. He questioned how the property was originally approved. Mr. Sousa explained that there is an ongoing federal investigation involving the Hamilton Township Police Department. He also explained that places of worship are permitted in R-1 (Rural Residential) zoning districts and that the Board at the time reviewed the site plan for compliance with setbacks, parking, and other zoning requirements. County regulations cover utilities and interior building requirements.

Cathy Peters questioned whether the mosque was being used solely as a religious institution and expressed concerns about differences between Christian and Islamic values.

J. Dutton, speaking on behalf of an anonymous individual, read a statement encouraging residents to speak up and continue raising concerns. He referenced alleged human smuggling,

school overcrowding, sex crimes, and more than 200 businesses with Hamilton Township mailing addresses.

Toni Martin expressed concerns about language barriers, public safety, and incidents she stated she had witnessed in her neighborhood. She also questioned the amount of electrical capacity requested from Duke Energy for the mosque.

State Representative Michelle Teska shared her experience during a ride-along with Sheriff Riley, stating that three of four truck drivers stopped were undocumented Uzbek nationals and were detained by ICE. She discussed CDL testing in multiple languages and her goal of advocating for English-only CDL testing in Ohio. She also raised concerns about cooperation between Ohio State Highway Patrol and ICE and stated that approximately 4,000 of Warren County's 12,000 CDL licenses are associated with Hamilton Township.

Mr. Rozzi expressed support for requiring TSA background checks for all CDL drivers.

Rachel Owens expressed concerns about the increase in non-English-speaking children attending local schools. She stated that some classrooms are approximately 50% Uzbek students and questioned whether teachers have adequate resources and ESL training to support students.

Paul Brandon, a 25-year Township resident, expressed concerns about Islamic religious practices, the call to prayer, and potential criminal activity. He suggested using an application for the call to prayer rather than outdoor speakers. Mr. Cordrey explained that the Township's noise resolution would apply, and Police Chief Short stated that officers have decibel readers to determine whether noise violations occur.

Lori Carpenter stated that she attended the original mosque approval proceedings and recalled the developer indicating that no outdoor speakers would be installed. Zoning requirements and the permitted use of places of worship in residential districts were discussed.

Administrator Wright reiterated that the Township cannot place a moratorium on places of worship due to federal protections under the Religious Land Use and Institutionalized Persons Act (RLUIPA). He explained that residential zoning districts commonly allow places of worship.

Jonathan Dever, former State Representative and Township resident, presented five recommendations for the Township to consider: a comprehensive zoning audit, changes to road weight limits, a local commercial vehicle enforcement unit, civil public nuisance lawsuits, and compliance reporting.

Joe Shanafelt expressed concern about the possibility of a school being built on the approximately 100-acre property across from the mosque that is currently for sale. Mr. Cordrey explained that the Board is proactively reviewing concerns and considering zoning code changes. He also discussed zoning requirements related to school construction.

Charles Lape expressed concerns about the Islamic practice of Taqiyya and asked about the mosque's County permits and construction status.

Toni Martin spoke again, expressing concerns about traffic safety and the potential for increased accidents on Schlottman Road due to anticipated traffic to the mosque. She questioned whether the existing road infrastructure could accommodate the expected increase in traffic

Presentation - Update from Chief Short regarding additional law enforcement of commercial truck operations and safety

Police Chief Short presented statistics from the Commercial Motor Vehicle Traffic Safety Initiative.

The first operation, conducted August 3rd and 7th, 2026, by the Warren County Sheriff's Office and Hamilton Township Police Department, resulted in the following:

- 40 traffic stops
- 6 citations
- 0 vehicles placed out of service
- 4 immigration-related offenses
- 40 hours worked

A second operation was conducted October 19–23, 2026, in partnership with the Lebanon Police Department, Ohio State Highway Patrol, Warren County Sheriff's Office, Hamilton Township Police Department, and PUCO. The operation resulted in:

- 561 traffic stops
- 423 citations
- 258 inspections
- 73 vehicles placed out of service
- 49 drivers placed out of service
- 36 arrests
- 31 immigration-related offenses
- 717.5 hours worked

Chief Short explained that Hamilton Township Police Department is not a 287(g) participating agency and does not have an ICE task force officer authorized to transport individuals. As a result, the department must contact the Warren County Sheriff's Office when transportation to an ICE detention center is necessary. He hopes to provide quarterly reports to the public as additional operations are conducted.

Mr. Cordrey thanked residents for attending and encouraged them to contact state officials to express their concerns. Administrator Wright encouraged residents to reach out to their state representatives, Zac Haines and Adam Mathews, as well as the Ohio Attorney General, to advocate for additional action.

Michelle Deubell expressed support for Mr. Dever's recommendations and agreed that changes should be considered to address residents' concerns.

Chad Carol questioned why permits were approved without first verifying the source of funding. Mr. Sousa explained that the government does not have authority over how individuals finance their businesses, leases, or mortgages, as those matters are handled by lenders. He reiterated that the mosque was approved because it met the Township's zoning requirements. Further discussion followed regarding the legal authority of the Trustees and the limitations on actions the Township can take.

With no further comments, Mr. Sousa closed the floor for public comments.

Public Hearing – Request to Establish a Street Lighting District for the Arbors at Grandin Pond Phase 3

Mr. Sousa opened the public hearing at 7:33 PM. Administrator Wright explained that Arbors at Grandin Pond is requesting the Board's approval of a lighting district resolution, which the Regional Planning Commission requires before the district can be established. He noted that the property owner owns all properties within the proposed lighting district and has already prepaid Duke Energy for the lighting.

With no comments or questions the public hearing was closed.

New Business

Resolution No. 26-1104A- Establishing a Street Lighting District for the Arbors at Grandin Pond Phase 3

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1104A, a resolution establishing the Arbors at Grandin Pond Phase 3 (East) Lighting District pursuant to Ohio Revised Code Chapter 515.

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

Resolution No. 26-1104B- Authorize Increase Appropriation for 2026 True-Up

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1104B, 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. 26-1104C- Appointing Grossman & Kelly LLP as Outside Counsel for PFAS Litigation for the Fire Department

Fire Chief Jewett explained that a class-action lawsuit has been filed regarding PFAS in turnout gear and its potential links to cancer. He stated that replacing the department's turnout gear would cost approximately $400,000. Each set, consisting of a coat and pants, currently costs approximately $4,400 and has a maximum service life of 10 years. Through the lawsuit, the department may have the opportunity to replace the gear at no cost. He noted that this will be handled as a Bureau of Workers' Compensation (BWC) work-related matter.

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-1104C, a resolution appointing Grossman & Kelly LLP as special outside counsel for PFAS litigation for the Fire Department and declaring an emergency.

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

Motion to approve an Amendment to the Existing Axon Contract for the Police Department

Police Chief Short explained that the new Axon contract will include upgrades to the interview room, updated body cameras, and the addition of dash cameras. The contract will be interest-free.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve an amendment to the existing Axon Contract

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

Motion to approve an Employment Agreement with the Township Administrator

The Trustees expressed their appreciation to Mr. Wright, stating that he has exceeded expectations through his expertise in economic development and his efforts in developing and supporting staff during his time with the Township. Mr. Wright thanked the Trustees and staff for their support and stated that he looks forward to continuing his work with the Township for the next several years. He added that Hamilton Township is an easy community to work for.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve an employment agreement with Township Administrator Jeff Wright.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Joe Rozzi Yes

Public Comments

Mr. Sousa opened the floor for public comments at 7:45 PM. A resident inquired about the process for requesting the installation of a streetlight near their property. Mr. Wright explained the Township's Lighting District program and outlined the steps required to establish or join a lighting district. Additional discussion took place regarding ongoing construction along Grandin Road related to the Hickory Capital property. With no further comments from the public, the public comment portion was closed.

Administrator's Report

Administrator Wright provided the following updates:

Tropical Smoothie: Officially opened on October 23rd.

Fire Training: Live fire training took place on October 30th, with Hamilton Township Fire Department and several neighboring jurisdictions participating in multiple training scenarios. O'Rourke is currently removing the remaining foundation from the property. Once completed, Public Works will fill, seed, and straw the area to improve the appearance of the lot. Administrator Wright noted that the structure's layout and basement provided valuable training opportunities, particularly given the prevalence of basements in Hamilton Township, and offered beneficial experience for newer firefighters.

Mounts Park Stream Restoration: The Township anticipates receiving Phase 2 construction documents from Stantec. Once received, Evans Landscaping will proceed with the final phase of the project.

Wreaths Across America: The annual event will take place this Saturday from 1:00 PM to 6:00 PM in partnership with the Civil Air Patrol to donate a wreath to a fallen veteran, that will be at the new Kroger.

Trustee Comments

Mr. Cordrey thanked everyone for attending the meeting and announced that the Township Tree Lighting will be held December 5th at the new Public Works facility. He also reminded residents that Wreaths Across America will take place December 19th at 12:00 PM at Maineville Cemetery.

Mr. Sousa thanked State Representative Michelle Teska for attending the meeting and congratulated her on her election victory. He also thanked all residents who came out to participate.

Mr. Rozzi thanked the residents for their attendance and participation.

Adjournment

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 8:00 PM.

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

HAMILTON TOWNSHIP

Office of Township Administrator – Budget Message

This is for discussion purposes only. Staff will propose a Resolution to adopt the 2027 Budget at the December 2nd Trustee meeting.

Staff are pleased to present the Board with the proposed 2027 Budget. I want to acknowledge the diligent work of Assistant Fiscal Officer Ellen Horman, our leadership team and several staff members within each department for their work on analyzing data and compiling the Budget. Also, this work product did not just start over the past few weeks, but the analysis and planning began earlier this summer when the Township prepared and adopted the 2027 Tax Budget in July.

A newer exhibit titled Debt Service Schedule has been updated and depicts the principal and interest for the four existing projects for which we have outstanding debt. The debt for the Administration/Police building was paid off two years early last year to save tens of thousands of dollars in interest payments, so we removed it from the table. The table was updated with the new Public Works Facility principal and interest, and we still only have four outstanding debts and a low debt ratio for a budget and community of our size.

I like to give a brief explanation of the difference between inside mils and outside mils, and how some Township funds are impacted more than others. Only inside millage levies collect additional revenue when the County increases property values. Outside millage levies do NOT collect additional revenue from existing properties' increases in value. Reduction factors eliminate the effect of changes in valuation due to reappraisals of existing real property. A reduction factor is applied to a voted levy's full rate, resulting in the effective tax rate of the levy. Due to the application of reduction factors, revenues remain relatively constant during the life of a levy. A levy passed in year one generates nearly the same amount ten years later due to state laws prohibiting growth in revenue when property reappraisals occur. As property values increase due to reappraisal, the effective tax rate decreases. The result is the inevitable need to periodically seek new levies in order to keep pace with rising operational costs, which are subject to inflationary increases. For the ninth year in a row, there were not any new increases in Township property tax levies.

Only two of the Township's property tax levies are inside millage. These are the General Fund and the older Road and Bridge Tax Fund (Fund #2031). Inside millage levies do collect additional revenue when existing buildings are increased in value.

As has been discussed at previous meetings, the carryovers in the Police and Fire and EMS levy funds decreased each year. When the new Police and Fire & EMS levies were passed by voters in 2019 the new revenue enabled us to have fund balances for several years, but the revenue of the levies does not increase from existing buildings. In later years of the levies communities begin deficit spending. The Fire and Police Departments enter 2027 structurally underfunded. In 2026 those departments had less than six months of carryovers and will end 2027 with a month or less operating carryovers. New property tax revenue will need to be proposed to the voters so that the level of service can continue.

Attached to this memo are the 2027 Budget Funds Reserves details. It includes a snapshot of the anticipated revenue, expenditures and unencumbered total for each fund. 2027 will be the last year that the Cemetery Fund will have an end-of-the-year carryover. There will not be any projected reserves in that fund at the end of 2028. The Township has to maintain five cemeteries, yet only one cemetery has space for new lots to be sold. The revenue from the sale of lots and niches for cremains is relatively flat but expenses increase each year. It is projected that beginning in 2028 approximately $40,000 will need to be transferred annually from the General Fund to the Cemetery Fund.

As the Board directed $100,000 is proposed to be transferred from the General Fund to the Police Fund to cover additional overtime and vehicle expenses for additional commercial traffic safety enforcement. $80,000 of that is planned for additional overtime and $20,000 for vehicle repairs and fuel expenses.

An additional exhibit is titled 2027 Capital and is a spreadsheet organized by department that lists each proposed capital expense by fund, description and estimated expense. We are proposing a relatively small number of capital projects and purchases in 2027, and no new vehicles are being requested. The Fire Department is planning on some minor replacements and repairs such as furniture and bayfloors for Station 76, rescue equipment to keep on trucks, and the replacement of existing SCBA equipment that costs $265,570. $132,000 is being advanced from the General Fund to the Fire fund for half of the purchase of the replacement SCBA equipment. That amount would be transferred back to the General Fund in 2028 so that the purchase is not delayed and no loan will be required.

Within the Police Department, $30,000 is proposed for capital replacement of security and interview cameras at the station and replacement of the phone system. The General Fund has $50,000 earmarked for a replacement financial software system that the Fiscal Officer and staff are pursuing. We are speaking with comparable townships and providers to learn which option would be the best for us to have greater integration with other platforms as well as reporting and forecasting capabilities. General Funds are also proposed to fund replacements of the phone system, AC, tornado sirens and to engage an architect to evaluate and propose possible improvements to the former Public Works office and mechanics shop at Testerman Park to use it as a future community room for residents.

I want to remind everyone that other than an occasional grant, all the operating, maintenance, personnel and capital expenses for our parks come from the General Fund. We do not have a separate park levy to provide funding for that growing need and demand of our residents. The Park budget includes the General Fund supplying $191,000 to repair and repave the parking lots at Testerman Park; $35,000 for miscellaneous fence, lighting and restroom fixtures replacements at Testerman Park; $20,000 of matching funds for a possible Nature Works grant and the $105,000 grant received from the Ohio Capital Budget for the Mounts Park Trailhead Connector parking lot and path.

Debt Service Table 2027

Year	Project	Principal	Interest	Total
2027	Public Works Facility	$115,000.00	$245,850.00	$360,850.00
2028	Public Works Facility	$120,000.00	$240,100.00	$360,100.00
2029	Public Works Facility	$125,000.00	$234,100.00	$359,100.00
2030	Public Works Facility	$135,000.00	$227,850.00	$362,850.00
2031	Public Works Facility	$140,000.00	$221,100.00	$361,100.00
2032	Public Works Facility	$145,000.00	$214,100.00	$359,100.00
2033	Public Works Facility	$155,000.00	$206,850.00	$361,850.00
2034	Public Works Facility	$160,000.00	$199,100.00	$359,100.00
2035	Public Works Facility	$170,000.00	$191,100.00	$361,100.00
2036	Public Works Facility	$180,000.00	$182,600.00	$362,600.00
2037	Public Works Facility	$190,000.00	$173,600.00	$363,600.00
2038	Public Works Facility	$195,000.00	$164,100.00	$359,100.00
2039	Public Works Facility	$205,000.00	$154,350.00	$359,350.00
2040	Public Works Facility	$215,000.00	$144,100.00	$359,100.00
2041	Public Works Facility	$230,000.00	$133,350.00	$363,350.00
2042	Public Works Facility	$240,000.00	$121,275.00	$361,275.00
2043	Public Works Facility	$250,000.00	$108,675.00	$358,675.00
2044	Public Works Facility	$265,000.00	$95,550.00	$360,550.00
2045	Public Works Facility	$280,000.00	$81,637.50	$361,637.50
2046	Public Works Facility	$295,000.00	$66,937.50	$361,937.50
2047	Public Works Facility	$310,000.00	$51,450.00	$361,450.00
2048	Public Works Facility	$325,000.00	$35,175.00	$360,175.00
2049	Public Works Facility	$345,000.00	$18,112.50	$363,112.50
Total Due		**$4,790,000.00**	**$3,511,062.50**	**$8,301,062.50**

	Project	Principal	Interest	Total
	Fire Dept. Station 76	$115,000.00	$65,360.00	$180,360.00
	Fire Dept. Station 76	$120,000.00	$60,990.00	$180,990.00
	Fire Dept. Station 76	$125,000.00	$56,430.00	$181,430.00
	Fire Dept. Station 76	$130,000.00	$51,680.00	$181,680.00
	Fire Dept. Station 76	$135,000.00	$46,740.00	$181,740.00
	Fire Dept. Station 76	$140,000.00	$41,610.00	$181,610.00
	Fire Dept. Station 76	$145,000.00	$36,290.00	$181,290.00
	Fire Dept. Station 76	$150,000.00	$30,780.00	$180,780.00
	Fire Dept. Station 76	$155,000.00	$25,080.00	$180,080.00
	Fire Dept. Station 76	$160,000.00	$19,190.00	$179,190.00
	Fire Dept. Station 76	$170,000.00	$13,110.00	$183,110.00
	Fire Dept. Station 76	$175,000.00	$6,650.00	$181,650.00
Total Due		**$1,720,000.00**	**$453,910.00**	**$2,173,910.00**

Year	Project	Principal	Interest	Total
2027	Nunner Road Widening	$23,070.46		$23,070.46
2028	Nunner Road Widening	$23,070.46		$23,070.46
2029	Nunner Road Widening	$23,070.46		$23,070.46
2030	Nunner Road Widening	$23,070.46		$23,070.46
2031	Nunner Road Widening	$23,070.46		$23,070.46
2032	Nunner Road Widening	$23,070.46		$23,070.46
2033	Nunner Road Widening	$23,070.46		$23,070.46
2034	Nunner Road Widening	$23,070.46		$23,070.46
2035	Nunner Road Widening	$23,070.46		$23,070.46
2036	Nunner Road Widening	$23,070.46		$23,070.46
2037	Nunner Road Widening	$23,070.46		$23,070.46
2038	Nunner Road Widening	$23,070.46		$23,070.46
2039	Nunner Road Widening	$11,535.06		$11,535.06
Total Due		**$288,380.58**		**$288,380.58**

Year	Project	Principal	Interest	Total
2027	Tanker/Pumper	$40,809.19	$22,390.81	$63,200.00
2028	Tanker/Pumper	$42,841.48	$20,358.52	$63,200.00
2029	Tanker/Pumper	$44,974.99	$18,225.01	$63,200.00
2030	Tanker/Pumper	$47,214.74	$15,985.26	$63,200.00
2031	Tanker/Pumper	$49,566.04	$13,633.96	$63,200.00
2032	Tanker/Pumper	$52,034.43	$11,165.57	$63,200.00
2033	Tanker/Pumper	$54,625.74	$5,874.26	$63.200.00
2034	Tanker/Pumper	$57,346.10	$5,853.90	$63,200.00
2035	Tanker/Pumper	$60,202.01	$2,997.99	$63,200.00
Total Due		**$449,614.72**	**$116,485.28**	**$566,100.00**

Fund	Annual	Monthly
General		
Expenditures	$3,054,919	$254,577
Unencumbered	$2,413,366	9
2018 Road Levy Fund		
Expenditures	$1,017,000	$84,750
Unencumbered	$93,823	1
Gasoline Tax		
Expenditures	$476,200	$39,683
Unencumbered	$1,180,639	30
Road & Bridge		
Expenditures	$1,743,100	$145,258
Unencumbered	$1,180,946	8
Police District		
Expenditures	$5,889,506	$490,792
Unencumbered	$397,592	1
Cemetery		
Expenditures	$76,700	$6,392
Unencumbered	$35,693	6
Permissive Motor		
Expenditures	$211,000	$17,583
Unencumbered	$605,678	34
Fire EMS Levy		
Expenditures	$5,423,066	$451,922
Unencumbered	$129,191	0
EMS Billing		
Expenditures	$1,151,720	$95,977
Unencumbered	$5,328	0

2027 Capital

Fire Capital 2283-220-			
Improvement of sites	730-0000	Contingency	$5,000.00
Machinery, Equipment, Furniture	740-0000	Station 76 Furniture Replacement	$10,000.00
MotorVehicles	750-0000		0
Capital Other	790-0000	Hose/Blowhard PPV Fan	$10,000.00
Fire Capital 2283-760-			
Motor Vehicles	2283-810-810-0000	Tanker Payment- Principal	$40,941.86
Capital Other	790-0000	MDC Computers/Radio Equipment	$15,000.00
EMS Capital 2284- 760-			
Machinery Equipment Furniture	740-0000	SCBA Replacement (Half)	$265,570.00
Motor Vehicles	750-0000		
Capital Other	790-0000	Hero Vent/Rescue Equipment	$19,000.00
EMS Capital 2284-230-			
Improvement of sites	730-0000	Station 76 Bayfloors	$25,000.00
Parks			
Improvement of sites	1000-610-730-0000	Testerman Park -Parking lot	$191,000.00
Improvement of sites.	1000-610-730-0000	Testerman Park-Misc.Fence,Lighting,Restroom Fixtures	$35,000.00
Improvement of sites	1000-610-730-0000	Mounts Park Trailhead Connector (Twp Share)	$105,000.00
Improvement of sites matching funds	1000-610-730-0022	Matching Funds for Nature Works Grant	$20,000.00
Admin			
Building	1000-760-720-0000	Testerman Park building upgrades	$10,000.00
Machinery & Equipment	1000-760-740-0000	AC	$10,000.00
Machinery & Equipment	1000-760-740-0000	Phone System	$22,660.00
Machinery & Equipment	1000-760-740-0000	Financial Software Upgrade	$50,000.00
Machinery & Equipment	1000-760-740-0000	Emergency Sirens	$5,000.00
Police			
Improvements of Sites	2081-760-730-0000	Camera & Phones	$30,000.00

HAMILTON TOWNSHIP

Office of Chief of Police
11/18/26 Trustee Meeting

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

Motion to approve Resolution 26-1118A, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

This property involves vehicles, which were recently impounded, and their titles signed over to the police department. Most of these vehicles were 'totaled' in car crashes, and/or the value of the vehicle exceeds the tow bill.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 18, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 26-1118A

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
2006	Volvo	XC90	YV4CN5928612961883F3
2017	Kia	Forte	KPFL4A74HE018296
2010	Chevrolet	Equinox	2CNFLPEY0A6341217
2006	Dodge	Caravan	2D4GP44L86R834766

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 18th day of November 2026.

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 November 18, 2026.

Date: _____ _____

Leah M. Elliott, Fiscal Officer

HAMILTON
TOWNSHIP

Office of Township Administrator
11/18/26 Trustee Meeting

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

Motion to approve Resolution 26-1118B, a resolution authorizing an increase in Township appropriations in the General Fund for the 2026 and declaring an emergency.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on November 18, 2026, at 6:00 p.m. at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. _____ presented the following Resolution and moved its adoption:

HAMILTON TOWNSHIP, WARREN COUNTY, OHIO
RESOLUTION NUMBER 26-1118B

A RESOLUTION AUTHORIZING AN INCREASE IN TOWNSHIP APPROPRIATIONS IN THE GENERAL FUND FOR THE 2026 CALENDAR YEAR AND DECLARING AN EMERGENCY.

WHEREAS, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order to reconcile budgets and appropriations for the calendar year 2026;

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

SECTION 1. The Fiscal Officer is hereby authorized and directed to increase the appropriations for the funds listed in Exhibit A in the total amount of $13,875.00.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Then and Now Purchase Order in the amount reflected in Section 1 of this Resolution.

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:

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

Resolution adopted this 18th day of November, 2026.

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 November 18, 2026.

Date: _____ _____

Leah M. Elliott, *Fiscal Officer*

Increase of Appropriations 11-18-26

General Fund

Salary Administrator	1000-110-131-0000	$1,500.00
Other Salaries	1000-110-190-0000	$10,950.00
Ohio Public Employees Retirement System	1000-110-211-0000	$825.00
Medicare	1000-110-213-0000	$600.00

HAMILTON
TOWNSHIP

Planning and Zoning Office
11/18/2026 Trustee Meeting

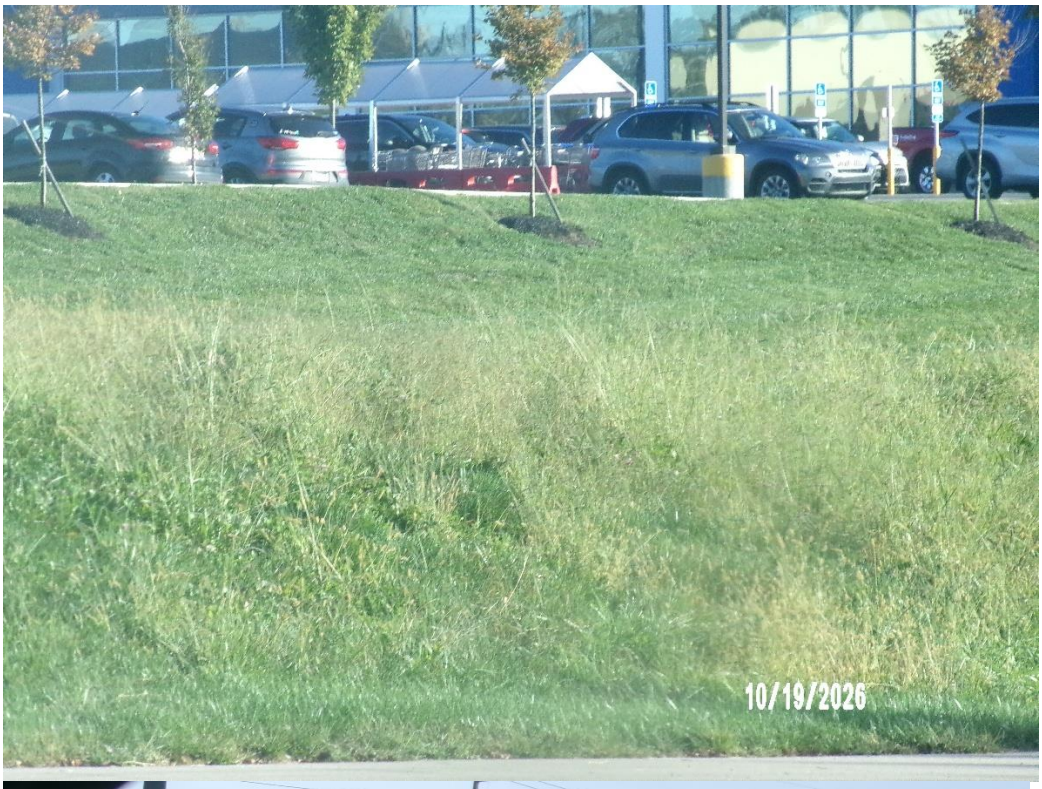
The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Zoning and Planning Office:

Motion to approve Resolution 26-1118C providing for and authorizing the removal of vegetation at 0 East Towne Center Boulevard, Parcel 1605600002, in Hamilton Township, declaring a nuisance and declaring an emergency.

A violation notice was sent to the property owner on October 9th, 2026, requiring removal of the high grass and debris from the property.

A final violation notice was sent to the property owner on October 19th, 2026.




10/19/2026


11/02/2026


10/09/2026


10/09/2026


10/09/2026

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00PM on November 18th, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa, Trustee, *Board Chair*
Daryl Codrey, Trustee, Vice Chairman
Joseph Rozzi, Trustee

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

HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 26-1118C

A RESOLUTION PROVIDING FOR AND AUTHORIZING VEGETATION CUTTING AT 0 EAST TOWNE CENTER BOULEVARD, PARCEL 1605600002, IN HAMILTON TOWNSHIP, DECLARING A NUISANCE AND DECLARING AN EMERGENCY

WHEREAS, Ohio Revised Code §505.87 provides that a Board of Township Trustees may provide for the abatement and control over the removal of vegetation from land located in the Township; and

WHEREAS, the Board of Township Trustees of Hamilton Township has determined that the continuing maintenance of vegetation on the following properties in Hamilton Township is a nuisance:

0 EAST TOWNE CENTER BOULEVARD, PARCEL 1605600002

NOW THEREFORE, Be It Resolved by the Board of Township Trustees, Hamilton Township, Ohio:

Section 1. That the vegetation located on the following property in Hamilton Township is hereby declared to be a nuisance;

0 EAST TOWNE CENTER BOULEVARD, PARCEL 1605600002

Section 2. Pursuant to O.R.C. §505.87, the owners and lien holders of record for the properties shall be properly notified of this action and given seven days to abate the nuisances;

Section 3. In the event the nuisance is not abated within the time period allowed, the Zoning Department of the Township is hereby directed to cause the cutting and control of

the vegetation and remove the vegetation at the following properties in Hamilton Township:

0 EAST TOWNE CENTER BOULEVARD, PARCEL 1605600002

Section 4. The owners of the following property in Hamilton Township shall be billed for such services and the Fiscal Officer of the Township is directed to place a special assessment on the real estate tax bill of the property if payment is not made within thirty days.

0 EAST TOWNE CENTER BOULEVARD, PARCEL 1605600002

Section 5. The Trustees of Hamilton Township upon majority vote do hereby authorize the adoption of this resolution upon its first reading.

Section 6. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and welfare of the Township. The reason for the emergency is to provide for safe and habitable properties in the township.

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

Mark Sousa –	Aye _____	Nay _____
Joseph Rozzi –	Aye _____	Nay _____
Daryl Codrey –	Aye _____	Nay _____

Resolution adopted this 18th day of November 2026.

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 November 18, 2026

Date: _____ _____
Leah M. Elliott, *Fiscal Officer*

HAMILTON TOWNSHIP

Fiscal Office
11/18/26 Trustee Meeting

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

Motion to approve the engagement letter from Hurst Kelly for the annual financial report for the year ending December 31, 2026.

Each local government is required to prepare an annual financial report, and it is common for townships to utilize a CPA firm as a partner in the project. We have had great success working with the firm Hurst Kelly for over a decade and staff recommend that we authorize a contract to work with them again for the 2026 report.

HurstKelly
and Company, LLC
Certified Public Accountants

November 9, 2026

Hamilton Township
c/o Ellen Horman, Assistant Fiscal Officer
7780 South State Route 48
Hamilton Township, Ohio 45039

Dear Ellen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist Hamilton Township (the Township) with assembling, from information provided by the Township, the Township's Annual Financial Report (AFR) for the year ended December 31, 2026.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. We will not *audit*, *review*, *compile*, or *prepare* the AFR and therefore we will not express an opinion or any other form of assurance on the AFR. Further, we will not issue any kind of report on the AFR.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

The engagement to be performed is conducted on the basis that the Township acknowledges and understands that management of the Township has the following overall responsibilities that are fundamental to our undertaking the engagement:

a. The selection of the accounting principles and the financial reporting framework to be applied in the engagement.
b. The prevention and detection of fraud.
c. To ensure that the entity complies with the laws and regulations applicable to its activities.
d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
e. To provide us with additional information that may be requested for the purpose of the engagement.

Additionally, the Township is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee these engagement services (and all other services that we provide). The Township is also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our fees for these services will be $14,000.00. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the Township may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

If the foregoing is in accordance with your understanding, please sign this letter in the space provided below and return a scanned PDF copy to markhurst@hurstkelly.com.

Sincerely,



Mark Hurst

*****

Acknowledged and agreed:

_____

Client Representative, Title

_____

Date

HAMILTON
TOWNSHIP

Office of Public Works
11/18/2026 Trustee Meeting

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

Motion to approve the sale of a cemetery deeds as presented to the board.

- Cemetery Deeds –
    - Samantha Sambi purchased Lot 126 Grave 4 and Lot 137 Grave 2 in Maineville Addition, deed number 2026-15
    - Marjorie VanOsdol purchased Lot 201 Graves 7 & 8 in Maineville Addition, deed number 2026-16

Deed For Cemetery Lot

Rev. Code, Sects. 517.07,.14; 759.12,31

Deed Number: # **2026-15**

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, **Mark Sousa, Joe Rozzi, and Darryl Cordrey,** in the County of **Warren** and State of Ohio, for and in consideration of the sum of **$2400 Dollars**, to us paid by

Samantha Sambi Current Address: 6585 Honeysuckle Ln., Maineville, OH 45039 the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

Samantha Sambi

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Addition : Lot 126 Grave 4 & Lot 137 Grave 2** as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

Samantha Sambi

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules an regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this **18th** day of **November** A.D. **2026**

Signed and Acknowledged in presence of

_____

_____ _____

_____ _____

in Warren County, Ohio.

**** The State of Ohio, Warren County, ss.**

Be It Remembered, That on this **18th** day of **November** A.D. **2026** before me, the subscriber, a **Notary Public** in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing convey-ance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.

_____

Deed For Cemetery Lot

Rev. Code, Sects. 517.07,.14; 759.12,31

Deed Number: # **2026-16**

KNOW ALL MEN BY THESE PRESENTS

That we, the undersigned Trustees of Hamilton Township, **Mark Sousa, Joe Rozzi, and Darryl Cordrey,** in the County of **Warren** and State of Ohio, for and in consideration of the sum of **$4000 Dollars**, to us paid by

Marjorie VanOsdol Current Address: 8847 Wilmington Rd., Orgonia, OH 45054 the receipt whereof

is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

Marjorie VanOsdol

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Addition : Lot 201 Grave 7 & 8** as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

Marjorie VanOsdol

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules an regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this **18th** day of **November** A.D. **2026**

Signed and Acknowledged in presence of

_____

_____ _____

_____ _____

in Warren County, Ohio.

**** The State of Ohio, Warren County, ss.**

Be It Remembered, That on this **18th** day of **November** A.D. **2026** before me, the subscriber, a **Notary Public** in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing convey-ance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.

_____

HAMILTON TOWNSHIP

Office of Human Resources
11/18/2026 Trustee Meeting

The Office of Human Resources respectfully requests the Board of Trustees' approval of the following motion:

Motion to amend the Hamilton Township roster as presented:

- Approve the creation of a part-time Payroll Manager position and the related job description
- Approve the reclassification (as of December 6, 2026) of Cheryl Allgeyer from Human Resources Manager to Payroll Manager with her current hourly rate of pay
- Approve the hiring of Firefighter/EMT Patrick Smith, subject to the terms of his conditional employment offer and the relevant collective bargaining agreement, with an anticipated start date of December 6, 2026
- Approve the hiring of Firefighter/EMT Ethan Peters, subject to the terms of his conditional employment offer and the relevant collective bargaining agreement, with an anticipated start date of December 6, 2026
- Approve the hiring of Police Cadet Owen Hayes, subject to the terms of his conditional employment offer, with an anticipated start date of November 23, 2026.

HAMILTON TOWNSHIP

POSITION DESCRIPTION

Position Title: Payroll Manager

Department: Administration

Immediate Supervisor: Township Administrator

Pay Rate: Determined On Qualifications and Experience

Hours: Not to exceed 10 hours per pay period (unless otherwise agreed upon prior to the increase)

Classification: Non-Exempt

POSITION SUMMARY

The Payroll Manager position is responsible for advanced level technical payroll work that primarily involves responsibility for the accurate processing of payroll data and management of computerized records. This position works in a highly sensitive public setting, with a variety of federal, state, and municipal regulations, including labor contracts.

This position requires a high degree of accuracy and adherence to strict deadlines and procedures. Duties include managing accurate and timely payroll and related payment processing; ensuring compliance with tax laws, garnishment procedures, and other payroll-related laws and regulations; ensuring that bargaining unit requirements relative to appropriate rates of pay and benefits are upheld; and performing related work as required.

ESSENTIAL FUNCTIONS

The essential functions listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Performs complex payroll, accounting, and administrative work requiring a high degree of independent judgment and accuracy to ensure compliance with payroll accounting standards, applicable laws, regulations, and collective bargaining agreements.
- Maintains current knowledge of and ensures accurate implementation of all contracts, pay ordinances, administrative guidelines, Federal and State laws as they pertain to salary,

wages, fringe benefits deductions, disbursement of funds, and other payroll-related areas of concern. Implements legal, regulatory, audit, contractual or benefit changes.

- Oversee the accurate preparation, balancing, auditing, and processing of the City's payrolls, including special payrolls and one-time or periodic payments, in a timely manner.
- Responsible for inputting, maintaining, and auditing payroll records and transactions, including employee salary and wage records, and promptly resolving discrepancies to ensure accurate employee compensation.
- Assist in the implementation, enhancement, and ongoing administration of timekeeping, attendance, and payroll system initiatives, including payroll process improvements.
- Reconciles leave/compensatory time accruals and use and resolves discrepancies prior to fund disbursement.
- Creates, reconciles, and submits all required reporting for monthly, quarterly, and year-end wage reconciliation, W-2 filings, unio and public employee retirement/pension systems.
- Effectively works with Township departments, other jurisdictions, business partners and vendors.
- Responds to requests for information related to compensation/payroll and manages public records in accordance with the Township's established public records retention schedule.
- Ensures the confidentiality of all City and employee documents not immediately subject to public disclosure.
- Other duties and responsibilities as assigned by the Township Administrator or Assistant Administrator.

Knowledge, Skills, and Abilities

- Knowledge of all applicable state and federal law laws and regulations; payroll software; W-2's, external audits, and taxable fringe benefits; relevant payroll experience including maintenance, preparation, balancing, internal controls and payroll taxes.
- Understanding of the basic principles and practices of accounting, auditing, bookkeeping and controls with regards to maintaining payroll records and accounts.
- Understanding of the principles and practices of public payroll and benefit systems.
- Ability to read, understand and correctly apply local rules and regulations applicable to payroll accounting and deductions, Township personnel rules, policies, procedures and collective bargaining agreements.
- Ability to interpret and administer contractual benefits; Ability to handle information in a sensitive, confidential and professional manner; ability to understand and apply procedures, regulations and policies related to areas of specialized expertise; ability to work independently, meet deadlines and be able to prepare ad hoc financial reports.

- Demonstration of excellent organizational skills and data processing skill in the use of personal computers and office software including word processing, computer and spreadsheet applications. Must be detail oriented and maintain high level of accuracy.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance or a related field, or equivalent combination of education, training and work experience that provides the required knowledge, skills and abilities to perform the essential functions of the job
- Five to seven years of progressively responsible payroll administration experience
- Proficiency in Microsoft Office
- Valid driver's license, acceptable driving record, and insurability as determined by the Township's insurance carrier to operate Township-owned vehicles or to conduct Township business in a personal vehicle
- One year experience with a payroll software system

PREFFERED QUALIFICATIONS

- Public sector finance experience (Ohio strongly preferred)
- Experience with administering compensation provisions of collective bargaining contracts
- Professional Human Resources certification (SHRM-SCP, SHRM-CP, SPHR, or PHR)
- Master's degree in Public Administration, Business Administration or related field

WORKING CONDITIONS

Work is primarily performed in a professional office environment with the majority of the time at a computer workstation. There will possibly be frequent interaction with employees, elected officials, residents, labor representatives, vendors and community stakeholders.

Upon approval of the Township Administrator, work may also be performed in an alternative work location such as a home office or co-working site provided that the alternative work location has reliable and secure internet and an environment conducive to maintaining confidentiality.

PHYSICAL REQUIREMENTS

- Ability to communicate effectively in person, by telephone, and through electronic communications.
- Vision abilities of this position include close vision and the ability to adjust focus.
- Ability to operate a computer and standard office equipment.
- Ability to sit and stand for extended periods.

DISCLAIMER

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the trust with the public, co-workers, and other public safety forces. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. By signing below, I acknowledge that I have read and understand this Position Description and the provisions of this Disclaimer.

Hamilton Township is an equal opportunity employer and is a drug free workplace.