

Hamilton Township Trustee Meeting December 18, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 10:00 AM. Mr. Cordrey, Mr. Rozzi and Mr. Sousa were present.

Roll call as follows: Darryl Cordrey
Joe Rozzi
Mark Sousa

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal as the Official Meeting Minutes of December 4, 2024, Trustee Meeting.

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

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

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

Employee Recognition Awards

Mr. Wright started the Employee Recognition by highlighting the administration staff and opening the floor to the departments for their employee awards.

The Hamilton Township Board of Trustees recently recognized several outstanding individuals for their exceptional service across various departments.

Fire & Rescue

- EMS Person of the Year: Tyler Kinman
- Firefighter of the Year: Nate DenOuden
- Officer of the Year: Captain Brian Webb
- Chief's Award: Assistant Chief Dan Berkebile

Public Works Department

- Employee of the Year: John Daunt
- Above & Beyond Service Recognition: Josh Parker

Police Department

- Employee of the Year: Tim Rector
- Sergeant's Awards: Brian Kennedy and Greg Watkins
- Command Staff Award: Shane Brandenburg

The Trustees honored Ellen Horman, Assistant Fiscal Officer, with a special proclamation in recognition of her exceptional dedication and meticulous management of Township finances, which has resulted in her achieving a perfect audit for the 10th consecutive year.

The Trustees expressed their sincere appreciation to the staff and leadership for their outstanding contributions throughout the year. The Board emphasized that the success of the Township is directly attributable to the dedication and hard work of the staff. It was noted that promoting and hiring from within the organization is a key strategy in ensuring continued excellence. The Board also highlighted that residents are receiving high-quality service from highly skilled and committed staff, and expressed pride in the efforts and achievements of all team members.

Public Comments

Mr. Cordrey opened the floor to public comments at 10:46 AM, with nobody approaching he closed the floor.

Presentation- Paul Goodhue and Bryce Rizzo, Mounts Park Update

Project Overview

The project consists of three main components:

1. Creation of new "Tributary 1" with a steep, rock-stepped channel.
2. Creation of new swale from Stubbs Mill to Mounts Park Lake.
3. Cap landfill and re-grade abandoned channel.

Project Cost:

- Estimated total cost at 50% design: \$2.9M
- Variability range: \$2.5M to \$3.5M (contingency: ~40%)
- Final design cost update will include 10% contingency.

Funding:

- The project will require external grants for funding, with a decision on funding potentially no earlier than July 1, 2025.

- If grants are awarded, construction will likely begin March 1, 2026, and the project will be completed by October 31, 2026 at the earliest.

Phasing Consideration:

- Given the importance of components #1 and #2 for preventing further erosion, it may be practical to phase the project.
- Critical Phase: Focus initially on the creation of Tributary 1 and the swale to mitigate erosion, with other components (landfill capping and re-grading) completed later.

Timeline:

1. 50% Design Review: December 31, 2024
2. Submit 95% Plans: January 21, 2025
3. Final Construction Plans & Specifications Available in Township: February 1, 2025
4. Construction Project Bid: February 15 to March 15, 2025
5. Construction Begins: April 1, 2025
6. Project Completion: October 31, 2025 (if no grant funding)
7. Funding Awarded (Grant): July 1, 2025 (earliest)
8. Construction Begins (with grant): March 1, 2026 (earliest)
9. Project Completion (with grant): October 31, 2026 (earliest)

Next Steps:

- Complete Review of 50% Plans by December 31, 2024.
- Proceed with 95% plans submission by January 21, 2025.
- Continue securing funding, including applying for grants, to support the project.

Mr. Cordrey voiced his frustration with the previous board for accepting the land, leaving taxpayers to bear the cost of the project.

Mr. Sousa emphasized the importance of ensuring that following all the steps outlined in tonight's presentation will resolve the issues with the EPA. He also inquired if the county could assist financially, given the stormwater considerations, and whether Mr. Goodhue had worked with counties on similar projects in the past.

Mr. Goodhue clarified that the project would be carried out in phases with the EPA addressing each step of the process. He confirmed that he has experience working with counties on similar projects, but he was unaware of Warren County having any stormwater fees set aside for financial assistance.

Mr. Rozzi raised concerns about how future development might impact the tributary. Mr. Rizzo responded that the tributary would be designed to withstand high-level storms, with the stones carefully placed to prevent movement or shifting. While flash flooding could occur, he did not foresee significant impacts from large-scale development on the design.

Mr. Goodhue added that larger developments can be planned to address such concerns before construction begins, making it easier to manage and track potential impacts. In contrast, individual land clearing on smaller scales is harder to monitor and anticipate for design changes.

Mr. Wright stated that he would prepare options involving state partnerships, grants, and organizations such as Little Miami Inc., Friends of Little Miami, NRAC, and OPWC.

Presentation- Jeff Stone, Project Manager - Emergency Services Consulting International to present the Fire Department's Community Risk Assessment & Standards of Cover

Overview of Community Risk Assessment (CRA) & Standard of Cover (SOC)

- Community Risk Assessment (CRA):
 - Process involves assessing community hazards, vulnerabilities, risks, and coping strategies.
 - Focuses on developing a plan for risk reduction through community collaboration and preparedness.
- Standard of Cover (SOC):
 - Involves decisions about resource placement based on community risk, historical needs, and potential demands.
 - The goal is to ensure lives are saved and properties are protected through adequate resource deployment.

2. Community Demographics:

- Area: Approximately 33 square miles
- Households: 12,223
- Population: 33,850 residents
- Homeownership Rate: 88%

3. Incident and Response Data:

- Average of 3,200 calls per year.
- Projection: 400% increase in call volume over the next 25 years.

4. Identified Impacts:

- Current Issues:
 - Delayed response times due to increased call volume.
 - Rising operational costs to maintain service levels.
 - Increased strain on staff and equipment, leading to fatigue.
- Current Average Response Time: 10 minutes, 42 seconds.
- Projected Impact:
 - Concurrent calls will increase, further delaying response times.
 - Equipment and staff fatigue will rise.
 - Operational costs will continue to climb.

5. Recommendations:

- **Staffing & Personnel:**
 - Consider transferring part-time funds to full-time positions to increase daily staffing to 9 personnel.
 - Explore funding options to maintain a minimum of 3-person engine staffing.
 - Evaluate staffing needs for a dedicated Command Officer (Battalion Chief), increasing daily staffing to 10 or 11.
- **Apparatus & Equipment:**
 - Monitor Engine Response Frequency (ERF) for structure fires.
 - National Fire Protection Association (NFPA) recommends 15 personnel per engine; Hamilton Township has 7.
 - Consider expanding Station 77 through renovation and expansion.
 - Establish a capital improvement plan for apparatus replacement and future station development.
- **Medic Unit & Station Needs:**
 - Consider adding a peak-hour medic unit (8 a.m. to 8 p.m.).
 - Begin assessments for a third station in the Northwest region to accommodate future growth.
 - Monitor calls for service in the Southeastern region for potential station placement.
- **Operational Efficiency:**
 - Work with communications to improve alarm handling efficiency.
 - Evaluate alarm notification and acknowledgment methods.
- **Equipment Replacement:**
 - Plan for replacing Self-Contained Breathing Apparatus (SCBAs) before 2030.
- **Future Growth Considerations:**
 - Begin assessment for the third fire station in the Northwest region.
 - Continue monitoring call trends in the Southeastern region for future needs.

6. Conclusion:

- The community's risk profile is evolving, with significant increases in calls expected over the next 25 years.
- Strategic staffing, equipment, and infrastructure upgrades are essential to maintaining service levels and meeting future demands.
- Immediate attention to staffing models, equipment needs, and station expansion is recommended.

Next Steps:

- Further evaluate funding strategies for recommended staffing and infrastructure changes.
- Monitor progress on future growth areas and station placement.
- Explore supplemental funding avenues to support the expansion and operational needs.

New Business

Resolution No. 2024-1218A – Authorizing Blanket Certificates for Purchase Orders in 2025

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1218A, a resolution authorizing the annual authorization of blanket certificates and establishing financial policies for the approval of purchase orders in 2025. Dispensing with the second reading and declaring an emergency.

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

Resolution No. 2024-1218B –Transfer of Fire EMS Levy Fund to Capital Project Fund

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1218B, a resolution approving the transfer of funds from the Fire and EMS Levy fund 2283 to the Station 76 Capitol Project fund 4902 for 2025 debt payment.

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

Resolution No. 2024-1218C- Authorizing Payroll Disbursement, Withholdings, and Expenses in 2025

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 1218C, a resolution authorizing the disbursement of checks for payroll, payroll, related withholdings and expenses and other expenses in 2025.

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

Resolution No. 2024-1218D- Authorizing Transfer of General and Police Funds to the Building Bond Fund

Administrator Wright explained that it's standard practice to allow the Assistant Fiscal Officer to transfer \$137,800 from both the General Fund and Police Fund to the Building Bond Funds. These transfers will cover the annual debt payments for the Administration and Police Building, and the debt will be paid off in 2025.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 1218D, a resolution authorizing the transfer of General Fund (1000) and Police Fund (2081) appropriations to the Building Bond Fund 3101 in 2025.

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

Resolution No. 2024-1218E- Authorizing the Fiscal Officer to Re-Appropriate, Distribute, Dispense, and Declare an Emergency of funds through 2025

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 1218E, a Resolution authorizing the Township Fiscal Officer to process re-appropriations and distribute payments as needed through December 31, 2025, dispensing with a second reading and declaring an emergency.

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

Resolution No. 2024-1218F- Authorizing Advancement from General Funds to the Lighting District

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 1218F, a resolution authorizing the Township Fiscal Officer to advance funds from the General Fund (1000) to the Lighting District Fund (2401)

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

Resolution No. 2024-1218G- Increase Appropriations in the EMS Billing Fund

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 1218G, a resolution approving an increase in appropriations in the EMS Billing Fund (2284) to reconcile budgets for the Calendar Year 2024.

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

Resolution 24-1218H: Authorizing private sale of unneeded and unfit-for-use property in the Police Department.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1218H, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

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

Resolution No. 2024-1218I- Supporting the Ohio Commission for the United States Semi quincennial

Mrs. Nicole Earley stated that the America 250-OH program was established to plan, encourage, and coordinate the commemoration of the 250th anniversary of the United States, highlighting Ohio's impact on the nation's past, present, and future. Our township has the opportunity to apply for up to \$5,000 in grant funding to support local events that complement statewide programs, such as linking our Freedom Parade & Festival to the Ohio Homecoming & Picnic Program for July 2026.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1218I, a resolution supporting the Ohio commission for the United States Semi quincennial (AMERICA250-OH).

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

Resolution No. 2024-1218J- Approve the Amendment of the Fire Permit Fee Schedule

Chief Jewett clarified that the new fee structure is determined by square footage. Additionally, the updated schedule introduces a reinspection fee, which was not previously in place. He expects these new rates and added fees to generate an extra \$15,000 to \$20,000 annually.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1218J amending the Hamilton Township Fire and Rescue Permit Fee Schedule and declaring an emergency.

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

Resolution No. 2024-1218K- Authorizing Exchange Agreement with Great Oaks for Tanker Truck

Chief Jewett briefed that the Township Fire Department has a 1994 tanker truck, which has not been used in years and would require costly repairs to be made operational again. The truck is currently stored at Testerman Park. The Department has reached an agreement with the Oaks vocational system to trade the tanker for \$5,000 credit, which will allow Fire Department employees to attend fire and paramedic classes at Oaks. The Oaks will use the tanker for training their students, benefiting both the Department and the local fire industry by supporting the training of future firefighters.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1218K to exchange out-of-service equipment for training credits for public safety classes.

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

Motion – Setting Meeting Dates and Times

The Board confirmed that Trustee Meetings will continue to be held on the first and third Wednesday of the month at 6 p.m., with the first meeting in 2025 being held on January 15th.

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

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

Motion- Approve Hamilton Township Roster as presented

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the Hamilton Township Roster as presented before the Board.

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

Motion to approve the 2025 pay rates for non-union employees as presented.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the 2025 pay rates for non-union employees as presented.

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

Motion to elect officers starting January 1, 2025

A motion was made by Mr. Cordrey, with a second by Mr. Sousa, to nominate Mr. Rozzi to become the Chairman of the Board of Trustees.

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

A motion was made by Mr. Rozzi, with a second by Mr. Sousa, to nominate Mr. Cordrey to become Vice Chair of the Board of Trustees.

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

Public Comments

Mr. Cordrey opened the floor to public comments at 12:05 PM, with nobody approaching he closed the floor to comments.

Fiscal Report

Mrs. Leah Elliott gave the following updates for the November Fiscal Report:

Through the end of November, which is 92% through the year, we have received \$18,569 million of the \$17 million budgeted anticipated revenue. The final appropriations/expense budget was \$21.5 million, we spent over \$16.7 million which is 77%. The total cash balance overall is \$21 million and the unencumbered fund balance is \$14.3 million.

Administrator's Report

The pre-construction meeting for the replacement Ladder truck is tentatively scheduled for the week of January 27th. Once the drawings are approved and the meeting is done, construction will start, and we aim to have the new Ladder truck by September.

Year 2024 has been a great for Hamilton Township. We're successfully retaining and attracting great team members focused on customer service. Our goals are being met, and the township's visibility is growing. We've recently celebrated the openings of Township Center and Kroger Marketplace, with more businesses opening in early 2025. We're also seeing interest from new retailers and restaurants, which will bring more visitors and support from residents.

Mr. Wright is grateful for the ongoing support from our elected officials, which helps us deliver excellent service to our community.

Trustee Comments

Mr. Sousa expressed his excitement about the new Kroger and shared that the recent open house and ribbon-cutting ceremony exceeded his expectations. He extended his warmest wishes to everyone for a Merry Christmas and Happy Holidays.

Mr. Rozzi remarked that the new Kroger has drawn more people into the Township and expressed hope that it will encourage additional businesses to establish themselves in the area. He also wished everyone a Merry Christmas.

Mr. Cordrey extended his gratitude to the staff, the Village of Maineville, and Mr. Rozzi for their efforts in organizing the Christmas Tree Lighting event and fireworks. He noted that the event continues to grow in size and success each year. He also expressed his happiness about the opening of the new Kroger and thanked both current and former staff for their hard work on the project. Mr. Cordrey concluded by wishing everyone a Merry Christmas and Happy Holidays.

Executive Session & Adjournment-

Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn the executive session at 12:09 p.m. in accordance with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees.

Roll call as follows:

Darryl Cordrey	Yes
Mark Sousa	Yes
Joe Rozzi	Yes

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of the Executive session at 1:19 p.m. and adjourn at 1:20 p.m.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Yes
Mark Sousa	Yes