

# **TRUSTEE MEETING AGENDA 12/18/2024**

**10:00 AM**

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk’s Journal and Accept the audio/video recording as the Official Minutes of the December 4<sup>th</sup> Board of Trustees regular meeting.
- Bills before the Board

## **Employee Recognition 2024**

## **Public Comments**

## **Presentations**

- Paul Goodhue, Stantec- Mounts Park Update
- Jeff Stone, Project Manager - Emergency Services Consulting International to present the Fire Department’s Community Risk Assessment & Standards of Cover

## **New Business**

### **Resolutions**

- Resolution No. 2024-1218A – Authorizing Blanket Certificates for Purchase Orders in 2025
- Resolution No. 2024-1218B –Transfer of Fire EMS Levy Fund to Capital Project Fund
- Resolution No. 2024-1218C- Authorizing Payroll Disbursement, Withholdings, and Expenses in 2025
- Resolution No. 2024-1218D- Authorizing Transfer of General and Police Funds to the Building Bond Fund
- Resolution No. 2024-1218E- Authorizing the Fiscal Officer to Re-Appropriate, Distribute, Dispense, and Declare an Emergency of funds through 2025
- Resolution No. 2024-1218F- Authorizing Advancement from General Funds to the Lighting District
- Resolution No. 2024-1218G- Increase Appropriations in the EMS Billing Fund
- Resolution No. 2024-1218H- Private Sale of Unneeded and Unfit-For-Use Property in the Police Department
- Resolution No. 2024-1218I- Supporting the Ohio Commission for the United States Semi quincentennial
- Resolution No. 2024-1218J- Approve the Amendment of the Fire Permit Fee Schedule
- Resolution No. 2024-1218K- Authorizing Exchange Agreement with Great Oaks for Tanker Truck

### **Motion**

- Setting Meeting Dates and Times
- Amend the Hamilton Township Roster as presented

## **Public Comments**

## **Fiscal Officer’s Report**



## **HAMILTON TOWNSHIP**

### **HAMILTON TOWNSHIP ADMINISTRATION**

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *Vice Chair*

Mark Sousa – *Trustee*

Leah Elliott - *Fiscal Officer*

7780 South State Route 48

Maineville, Ohio 45039

Phone: (513) 683-8520

### **Township Administrator**

Jeff Wright

(513) 683-8520

### **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**

Cathy Walton

Phone: (513) 683-8520

### **Parks and Recreation**

Nicole Earley

(513) 683-5360

## **Administrator's Report**

### **Trustee Comments**

**Executive Session** Motion to adjourn into executive session at \_\_\_\_ in accordance with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees.

### **Election of Officers 2025**

- Motion to elect officers starting January 1, 2025

### **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 December 4, 2024**

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:00 PM. 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 November 20, 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

### **Public Comments**

Mr. Cordrey opened the floor to public comments at 6:01 PM, with nobody approaching he closed the floor to comments at 6:01 PM.

### **Presentation- Rich Surace, Energy Alliances Aggregation:**

Rich Surace, representing Energy Alliances Aggregation, presented the services offered by his company related to governmental aggregation plans. Energy Alliances is a local company that collaborates with neighboring jurisdictions, including Liberty Township, Miami Township, West Chester, and Turtlecreek, among others. The company serves as a full-service consultant, providing a support team accessible via phone, email, and chat. They manage regulatory requirements and oversee the RFP process. Additionally, Energy Alliances works with suppliers to handle reporting, opt-out materials, and customer inquiries, as well as tracking enrollments, drops, and quarterly performance.

Energy Alliances provides a website link that contains the Township's information about the aggregation plan, including the most up-to-date details.

Mr. Cordrey asked Mr. Surace to explain the benefits of their services for the Township staff and residents. Mr. Surace responded that their company handles all inquiries and questions, allowing Township staff to focus on their other duties.

Mr. Cordrey then inquired about the cost to the Township. Mr. Surace clarified that there is no cost to the Township, as Energy Alliances is paid by the supplier.

Mr. Rozzi asked if Energy Alliances negotiates the rates and terms for the aggregation plans. Mr. Surace confirmed that they do.

Mr. Sousa questioned whether Energy Alliances anticipates the rates to be higher in the coming years. Mr. Surace indicated that, based on their research and data, they expect utility rates to increase in the future.

The Board requested that Mr. Wright perform some additional research into brokers' offerings, especially comparing the communication pieces provided to residents and have a recommendation prior to the next negotiation for the aggregate agreement.

### **Public Hearing- Rezoning 0 Ludlum Road from B-2 to R-1**

Mr. Ben Yoder, Law Director explained the procedures and guidelines the Board would use to reach a decision during the hearing. He asked any persons wishing to offer testimony or speak during the hearing to raise their right hand; an oath was administered.

Ms. Cathy Walton, Zoning Director, presented the staff report for 0 Ludlum Road, Morrow, OH 45152. The applicant, Mrs. Swearingen is asking to change the zoning of her vacant property from B-2 General Business to R-1 Single Family Residence so she can sell it for residential use. The property is designated as Rural Residential on the Future Land Use Map, which is suitable for homes on large lots. She bought the land over 40 years ago but never built on it. After her husband's death, she decided to sell, but found out the zoning had changed.

A notice about the hearing was published on November 24, 2024, and letters were sent to nearby property owners. The Warren County Regional Planning Commission reviewed the request on September 26, 2024, and recommended approval without conditions. The Hamilton Township Zoning Commission reviewed the request on November 18, 2024, and recommended approval without conditions.

Mr. Rozzi inquired with Ms. Walton about when, or if the property was rezoned to B-2. Ms. Walton explained that the records regarding the rezoning were unclear, but she believed it had occurred to support the adjacent Bellwood Golf Course.

Mr. Cordrey then invited the applicant, Ms. Swearingen, to address the Board.

Ms. Swearingen explained that she recently had a potential buyer for the property, only to discover that the property was zoned B-2, even though it had been listed as residential. She was unaware of the rezoning when she purchased the property, as she originally bought it with the understanding that it was zoned for residential use.

With no further questions or comments, Mr. Cordrey closed the floor to public comments for deliberation.

The Board unanimously agreed that rezoning to R-1 from B-2 is appropriate for this property.

**New Business**

**Resolution 24-1204A, a resolution to approve the zone change from B-2 General Business to R-1 Single-Family district for the property located at 0 Ludlum Road., Hamilton Township, Warren County, Ohio 45039.**

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1120A, a resolution to approve the zone change from B-2 General Business to R-1 Single-Family district for the property located at 0 Ludlum Road., Hamilton Township, Warren County, Ohio 45039.

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes
Joe Rozzi	Yes

**Resolution 24-1204B, a resolution approving an increase in appropriations in the General Fund in the amount of 1,950.00 to reconcile budgets for the calendar year 2024.**

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-1204B, a resolution approving an increase in appropriations in the General Fund in the amount of 1,950.00 to reconcile budgets for the calendar year 2024.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Yes
Mark Sousa	Yes

**Motion – Authorize a purchase from Stryker Sales, LLC for three replacement Lifepak 35 Monitors/Defibrillators in an amount not to exceed \$147,195.20.**

The approved 2025 budget includes \$168,000 for replacing three portable cardiac monitors/defibrillators. Our vendor, Stryker, has offered a discount, bringing the cost to \$147,195.20 if we commit to the purchase this month and pay in 2025. By committing now, we save \$20,000 and will also receive the monitors before other jurisdictions that wait until 2025 to order. These items are available through the Sourcewell cooperative bidding contract.

Mr. Cordrey made a motion with a second from Mr. Rozzi to authorize a purchase from Stryker Sales, LLC for three replacement Lifepak 35 Monitors/Defibrillators in an amount not to exceed \$147,195.20.

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

**Motion- Approve the engagement letter from HurstKelly for the annual financial report for the year ending December 31, 2024**

Mr. Wright shared that Hamilton Township has had a long-standing and successful relationship with Mark Hurst of HurstKelly. The company has been instrumental in providing accounting, consulting, and financial reporting services, ensuring the smooth completion of the State Audit. Mr. Cordrey agreed, noting that HurstKelly has been particularly helpful since the Township's fiscal emergency. Mr. Sousa inquired whether it is mandatory to change consulting firms after a certain number of years. Mr. Wright clarified that while state auditors may change periodically, there is no requirement to change consulting firms like HurstKelly.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the engagement letter from HurstKelly for the annual financial report for the year ending December 31, 2024

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

**Motion- Approve the purchase of a cemetery deed as presented to the board.**

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the purchase of a cemetery deed as presented to the board.

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

Mark Sousa                      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

**Public Comments**

Mr. Cordrey opened the floor to public comments at 6:39 PM, with nobody approaching he closed the floor to comments at 6:39 PM.

**Administrator’s Report**

- Last month, the Fire Department conducted Officer 1 training, and we are proud to announce that all Lieutenants have now received their certifications.
- The Winter Wellness Walk will take place on December 16th from 9:00 to 11:00 a.m. at Mounts Park.
- Public Works has received their new dump truck, which is currently being upfitted in preparation for the upcoming snow season.
- The grand opening of Kroger will be held on December 12th, with a ribbon-cutting ceremony at 8:00 a.m.
- The next Trustee meeting will be on December 18th at 10:00 a.m. and will include an Employee Recognition ceremony.

**Trustee Comments**

Mr. Rozzi expressed his excitement about attending the Tree Lighting Celebration at Fire Station 76 this Saturday from 4:00 to 6:00 p.m., followed by a fireworks and drone show. He is also looking forward to the performance by the Santa Goody Bag Band, formerly known as the original Kings Island Clown Band.

Mr. Sousa wished everyone a belated Happy Thanksgiving. He also shared his enthusiasm for the upcoming tree lighting, noting that he was out of town last year. He highlighted the family-friendly nature of the event, which will feature music and activities for all ages.

Mr. Cordrey reminded residents of the Wreaths Across America ceremony on December 14th at the Maineville Cemetery. He also asked Chief Jewett to provide details about the viral TikTok video.

Chief Jewett explained that the union created a TikTok page and participated in a trending video that has since gained over 5 million views, with Fox 19 interviewing them about the viral success. This has opened an opportunity for the Fire Department to partner with Spirit of Christmas Ministries to collect donations for families in need during the holiday season. Donations will be accepted at Firehouse 76, and a representative from Spirit of Christmas Ministries will be present at the Tree Lighting. Those interested in donating can contact Spirit of Christmas Ministries or the Hamilton Township Fire Department for more information.

**Executive Session & Adjournment-**

Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn the executive session at 6:45 p.m. in accordance with ORC 121.22(G)(1) to discuss the appointment, employment or compensation of public employees.

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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 7:21 p.m. and adjourn at 7:22 p.m.

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





**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

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The following motions are requested by the Board of Hamilton Township Trustees from the Township Administrator:

**Motion 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.**

Standard practice to allow the Fiscal Officer to open BC's for the payment of normal day to day bills based upon the approved 2025 budget.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 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**

**WHEREAS**, the Board of Trustees of Hamilton Township, Warren County, Ohio desires to establish financial policies regarding the authorization of Blanket Certificates and Purchase Orders,

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

**SECTION 1.** This Board hereby determines that any Purchase Order greater than an amount of Five Thousand (\$5000.00) dollars must be pre-approved by the Board of Trustees prior to its issuance, and any Purchase order greater than an amount of One Thousand (\$1000.00) dollars must be pre-approved by the Township Administrator prior to its issuance.

**SECTION 2.** This Board hereby determines that all formal actions of the Board concerning and relation to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action talked herein were conducted in meeting open to the public pursuant to law.

**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:

Darryl Cordrey – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Joseph Rozzi – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Mark Sousa – Aye \_\_\_\_\_ Nay \_\_\_\_\_

Resolution adopted this 18<sup>th</sup> day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

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

**Motion 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.**

Standard practice to allow a transfer of the required funds from the Fire and EMS Levy to the Capitol Project fund for the annual debt payment for Fire Station 76 as budgeted for 2025.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 2024-1218B**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FIRE AND EMS LEVY FUND  
(2283) TO THE FIRE STATION 76 CAPITAL PROJECT FUND (4902) IN 2025**

**WHEREAS**, the Board of Trustees of Hamilton Township, Warren County, Ohio has desires to transfer funds from the Fire and EMS Special Levy to the Fire Station 76 Capital Project Fund; and

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

**SECTION 1.** That the Assistant Fiscal Officer is authorized to transfer funds from the Fire and EMS Special Levy Fund 2283 in the amount of: \$178,530.00 to the Fire Station 76 Capital Project Fund 4902 for the total of: \$178,530.00 in such amounts.

**SECTION 2.** This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action talked herein were conducted in meeting open to the public pursuant to law.

**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:

Darryl Cordrey – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Joseph Rozzi – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Mark Sousa – Aye \_\_\_\_\_ Nay \_\_\_\_\_

Resolution adopted this 18<sup>th</sup> day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

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

**Motion to approve Resolution 2024-1218C – A resolution authorizing the disbursement of checks for payroll, payroll, related withholdings and expenses and other expenses in 2025.**

Standard practice is to authorize the Fiscal Office to take the necessary actions for a calendar year for payroll and other standard purchases, such as utility payments and consistently used vendors.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey - Trustee, *Board Chairman*

Joe Rozzi – Trustee, *Vice Chairman*

Mark Sousa – Trustee

Mr. \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1218C**

**A RESOLUTION AUTHORIZING THE DISBURSEMENT OF CHECKS FOR  
PAYROLL, PAYROLL RELATED WITHHOLDINGS AND EXPENSES AND OTHER  
EXPENSES IN 2025**

**WHEREAS**, it is the policy of this Board to provide procedures for the prompt payment of appropriate Township expenses; and

**WHEREAS**, certain expenses are required to be paid prior to the next regularly scheduled trustees' meeting where preapproval would normally be considered,

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

**SECTION 1.** That disbursement of payroll, payroll related withholdings and expenses and expenses for electric, cable, water, sewer, telephone, fuel, heating oil, trash collection, IT services, UAN charges, health insurance, refunds, employee reimbursements, Debit Service & Lease Payments, Return of forfeited property, credit cards (LCNB, Staples, Walmart and Lowes, Sears, Tractor Supply), Drug Law Enforcement and Law Enforcement Trust payments as needed for investigation, are hereby approved for payment when payments are due, such payments being preauthorized by this Board subject to ratification at the next regularly schedule Trustees' meeting.

**SECTION 2.** This Board hereby determines that all formal actions of the Board concerning and relation to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action talked herein were conducted in meeting open to the public pursuant to law.



**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:

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

Resolution adopted this 18<sup>th</sup> day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 January 3, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

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

**Motion to approve Resolution 2024-1218D – A resolution authorizing the transfer of General Fund (1000) and Police Fund (2081) appropriations to the Building Bond Fund 3101 in 2025.**

It is standard practice to authorize the Assistant Fiscal Officer to transfer funds from the General Fund and Police Fund to the Building Bond Funds for the annual payments required for debt service of the Administration and Police Building. The amounts of \$137,800 from each fund will result in the payoff of the building debt in 2025.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1218D**

**A RESOLUTION AUTHORIZING THE TRANSFER OF GENERAL FUNDS (FUND 1000) AND POLICE FUND (FUND 2081) TO THE BUILDING BOND FUND (FUND 3101) IN 2025**

**WHEREAS**, The Board of Trustees of Hamilton Township, Warren County, Ohio has desires to transfer funds from the General Fund and Police Fund to the Building Bond Fund; and

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

**SECTION 1.** The Assistant Fiscal Officer is authorized to transfer funds from the General Fund in the amount of \$137,800.00 and from the Police Fund in the amount of: \$137,800.00 to the Building Bond Fund for the total of: \$275,600.00 in such amounts.

**SECTION 2.** This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of the Resolution were taken in an open meeting of the Board and that all deliberations related to the action talked herein were conducted in meeting open to the public pursuant to law.

**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:

Darryl Cordrey – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Joseph Rozzi – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Mark Sousa – Aye \_\_\_\_\_ Nay \_\_\_\_\_

Resolution adopted this 18<sup>th</sup> day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 January 3, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

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

**Motion to approve Resolution 2024-1218E – 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.**

Standard practice to allow the Fiscal Officer to make re-appropriations (adjustments) to the budget as well as distribute payments as needed throughout calendar year 2025.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1218E**

**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**

**WHEREAS**, Hamilton Township may have the need to re-appropriate within a fund for expenses through December 31, 2025; and

**WHEREAS**, the Fiscal Officer has requested authorization to process re-appropriations within a fund and distribute payments as needed;

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

**SECTION 1.** The Hamilton Township Fiscal Officer is hereby authorized to process necessary re-appropriations within a fund and distribute payments as needed through December 31, 2025.

**SECTION 2.** By at least two-thirds vote of the Board, any requirement that this resolution be read on two separate days is hereby waived and the Board authorizes its passage upon one reading.

**SECTION 3.** By unanimous vote of the Board, this Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the Township, and shall take effect immediately. The reason for the emergency is to provide timely approval of re-appropriations made by the Township Fiscal Officer.

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

Darryl Cordrey – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Joseph Rozzi – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Mark Sousa – Aye \_\_\_\_\_ Nay \_\_\_\_\_

Resolution adopted this 18<sup>th</sup> day of December 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

---

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

**Motion to approve Resolution 2024-1218F – A Resolution authorizing the Township Fiscal Officer to advance funds from the General Fund (1000) to the Lighting District Fund (2401)**

Standard practice to allow the Fiscal Officer to make advances from the General Fund to the Lighting District fund until the first property tax payments are received from the County Auditors Office.



The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 am on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1218F**

**A RESOLUTION AUTHORIZING AN ADVANCE FROM THE GENERAL FUND (1000)  
TO THE LIGHTING DISTRICT FUND (2401)**

**WHEREAS**, The Board of Trustees of Hamilton Township, Warren County, Ohio has determined that it is necessary to advance funds from the General Fund to cover necessary expenses in the Lighting District Fund until the first payment is received from Warren County in 2025.

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

**SECTION 1.** The Fiscal Officer and Assistant Fiscal Officer are authorized to advance \$110,000.00 from the General Fund into the Lighting District Fund.

**SECTION 2.** This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations related to the action taken herein were conducted in meetings open to the public pursuant to law.

**SECTION 3.** This Resolution shall take effect on the earliest date allowed by law.

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

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

Resolution adopted this 18th day of December 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



**Office of Township Administrator**  
**12/18/24 Trustee Meeting**

---

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

**Motion to approve Resolution 2024-1218G – A resolution approving an increase in appropriations in the EMS Billing Fund (2284) to reconcile budgets for the Calendar Year 2024.**

It is necessary to authorize and direct the Fiscal Officer to increase the appropriations for the EMS Billing Fund Salaries line item in the amount of \$12,730 and the Medicare line item in the amount of \$190.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on December 18, 2024, at 10:00 a.m. at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ presented the following Resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO  
RESOLUTION NUMBER 24-1218G**

**A RESOLUTION APPROVING AN INCREASE IN APPROPRIATIONS IN THE EMS BILLING FUND (2284) TO RECONCILE BUDGETS FOR THE CALENDAR YEAR 2024**

**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 2024;

**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 EMS Billing Fund 2284-230-100-0000 Salaries in the amount of \$12,730.00 and Fund 2284-230-213-0000 Medicare in the amount of \$190.00.

**SECTION 2.** 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:

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

Resolution adopted this 18<sup>th</sup> day of December, 2024.

Attest:

\_\_\_\_\_

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_

Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_

Leah M. Elliott, Fiscal Officer



**Office of Chief of Police**  
**12/18/24 Trustee Meeting**

---

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

**Motion to approve Resolution 24-1218H- 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 December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1218H**

**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:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2018	Ford	Focus	1FADP3F29JL239737
2013	Chevrolet	Malibu	1G11C5SA9DF336059
2001	Ford	Focus	1FAFP36351W334375

**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 December 2024.

Attest:

\_\_\_\_\_

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_

Brodi J. Conover, *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 December 18th, 2024

Date: \_\_\_\_\_

\_\_\_\_\_

Leah M. Elliott, *Fiscal Officer*





## **Office of Parks and Recreation 12/18/24 Trustee Meeting**

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The following motion is requested by the Board of Hamilton Township Trustees from the Office of Parks and Recreation:

**Motion to approve resolution 24-1218I, a resolution supporting the Ohio commission for the United States Semi quincentennial (AMERICA250-OH).**

### **Background:**

The America250-OH was established to plan, encourage, develop, and coordinate the commemoration of the 250<sup>th</sup> anniversary of the founding of the United States and the impact of Ohioans on the nation's past, present, and future. The program encourages all of Ohio's 88 counties to get involved and create local plans while joining other efforts in the region, across the state and throughout the nation. We will be part of raising awareness by celebrating and highlighting Ohio's contributions to our nation's past, present and future.

### **Township obligations:**

- Pass and sign the America250-OH communities resolution
- Designate representatives from our office (Jeff Wright and Nicole Earley) and one local partner (TBD; ex: local school or chamber of commerce) to serve as the community liaisons.
- Form a committee to plan a commemorative activity

### **Opportunities:**

- There is currently an open round of grant funding available of up to \$5,000 to fund local activations that are supplemental to programs that are being produced statewide.
  - Our Freedom Parade & Festival can be tied into the Ohio Homecoming & Picnic Program for July 2026

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 a.m. on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 24-1218I**

**A RESOLUTION SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH)**

**WHEREAS**, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250<sup>th</sup> anniversary of the United States and Ohio’s integral role in that event and the role of its people on the nation’s past, present and future; and

**WHEREAS**, AMERICA250-OH hopes to engage ALL Ohioans and ALL 88 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and

**WHEREAS**, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.

**NOW THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED**, by the Board of Trustees of Hamilton Township, Warren County hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate EVERY Ohioan in EVERY county; and

**IT IS FURTHER RESOLVED** that a copy of this resolution be sent to the AMERICA250-OH Commission.

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 18<sup>th</sup> day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*



## **Fire Chief - 12/18/24 Trustee Meeting**

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### **Motion to approve Resolution 24-1218J amending the Hamilton Township Fire and Rescue Permit Fee Schedule and declaring an emergency.**

The Township's Fire Department Permit and other associated fees schedule was last updated in October of 2019. Since that last revision we have experienced an increase in the number of new commercial structures, multi-family structure developments and remodeling and readaption of commercial buildings for a change of uses. Those commercial construction and modification projects require a larger amount of time for staff plan reviews and multiple on-site inspections.

A change to the current fee schedule is to have the categories for plan reviews, suppression systems, fire detection systems and plan revisions be on a sliding scale based on the size of a structure. This sliding scale of square footage is similar to county and city building permit schedules.

Another improvement being proposed is to add a category of Re-Inspection Fees. It has become common recently for builders to request an inspection by the HTFR but the inspection for that stage of construction does not satisfactorily meet the code requirements and the inspector is coming back multiple times for the same reinspection issue. The hope is that by implementing a small fee for the third visit for the same reinspection the builders will have made the required corrections for each stage of construction.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 a.m. on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO  
RESOLUTION NUMBER 24-1218J**

**RESOLUTION AMENDING THE HAMILTON TOWNSHIP FIRE RESCUE  
PERMIT AND FEE SCHEDULE AND DECLARING AN EMERGENCY**

**WHEREAS**, the Board of Township Trustees of Hamilton Township, Warren County, Ohio is responsible, through Hamilton Township Fire Rescue (“HTFR”), for providing fire inspection and other fire-related health and safety services throughout Hamilton Township and, occasionally, in adjacent jurisdictions;

**WHEREAS**, from time to time, it is necessary to create and/or adjust fees for HTFR inspections, construction plan reviews, permits, and other approvals and services for the purpose of reimbursing HTFR costs associated with providing these public health and safety services; and

**WHEREAS**, the Board of Trustees finds it appropriate and necessary to adjust current HTFR fees by approving and adopting the Hamilton Township Fire Department Permit and Fee Schedule attached as Exhibit A to this Resolution.

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

**Section 1.** The Hamilton Township Fire Department Permit and Fee Schedule attached hereto as Exhibit A shall be in full force and effect as of January 1, 2025.

**Section 2.** The Hamilton Township Fire Department Permit and Fee Schedule previously adopted pursuant to Hamilton Township Board of Trustees Resolution No. 19-0821A, and any provision(s) of any other official HTFR permit and fee schedule, policy, or other document setting forth fees which conflict with those set forth in Exhibit A, shall be deemed repealed and of no further force and effect as of January 1, 2025.

**Section 3.** It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution shall be effective from the earliest date permitted 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 18th day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

# Hamilton Township Fire Rescue

## Permit and Fee Schedule



All Building Plans and Section Systems for permits being issued within Hamilton Township Fire Rescue's jurisdiction shall be submitted to the Hamilton Township Fire Rescue Fire Code Official. Plans may be submitted through Hamilton Township Zoning Department, the Village of Maineville, the City of South Lebanon, or the Warren County Building Department. All plans shall be reviewed and approved by Hamilton Township Fire Rescue and the Warren County Building Department prior to any work requiring permits is performed. All permits and fees required by Hamilton Township Fire Rescue ("HTFR") shall be paid in full prior to any work requiring permits is performed.

All permits and fees shall be made payable through the appropriate permitting software utilized by HTFR.

- The Fire Code Official may waive the fee when the permit is obtained by a non-profit organization or is for a non-profit function.
- Any contractor found working without an approved permit will be charged twice the permit fee.
- Construction Permit Fees set forth in Part 1 of this Schedule shall be calculated, charged, and payable at the time of permit application. Any revisions to construction plans made by, or on behalf of or for the benefit of, the permit applicant following initial HTFR plan review may require additional review and approval by HTFR; in which case, additional fees shall apply.
- For purposes of this Schedule, "total square footage" shall refer to the sum of the total square footage of each and every floor of the proposed building(s) under review.
- HTFR plan review regarding initial construction of a multi-tenant building does not exempt individual units within the building from further plan review requirements, and fees associated therewith, if additional construction, renovations, or other physical or occupancy changes are proposed with respect to any individual tenant unit.
- The re-inspection fees associated with Fire Code violations set forth in Part 3 of this Schedule shall be applied in the reasonable discretion of the Fire Code Official. HTFR recognizes that each Fire Code violation case is unique, and circumstances may justify fewer or more re-inspections prior to issuing a citation in a particular case. The Fire Code Official shall not be required to perform all enumerated re-inspections, or apply all or any fees therefor, in all circumstances.

# Hamilton Township Fire Rescue

## Permit and Fee Schedule



### Part 1. Construction Permit Fees

<b>Building Plans Fees</b>	
<b>Square Footage</b>	<b>Fee</b>
Less than 100	\$ 75.00
100 to 300	\$ 100.00
301 to 2,500	\$ 150.00
2,501 to 5,000	\$ 225.00
5,001 to 10,000	\$ 325.00
10,001 to 12,000	\$ 400.00
12,001 to 20,000	\$ 475.00
20,001 to 40,000	\$ 525.00
40,001 to 60,000	\$ 650.00
60,001 to 100,000	\$ 725.00
100,001 to 125,000	\$ 850.00
125,001 and greater	\$ 1,000.00

<b>Suppression System Fees</b>	
<b>Square Footage</b>	<b>Fee</b>
Less than 100	\$ 75.00
100 to 300	\$ 100.00
301 to 2,500	\$ 150.00
2,501 to 5,000	\$ 225.00
5,001 to 10,000	\$ 325.00
10,001 to 12,000	\$ 400.00
12,001 to 20,000	\$ 475.00
20,001 to 40,000	\$ 525.00
40,001 to 60,000	\$ 650.00
60,001 to 100,000	\$ 725.00
100,001 to 125,000	\$ 850.00
125,001 and greater	\$ 1,000.00



# Hamilton Township Fire Rescue

## Permit and Fee Schedule



Fire Detection Systems Fees	
Square Footage	Fee
Less than 100	\$ 75.00
100 to 300	\$ 100.00
301 to 2,500	\$ 150.00
2,501 to 5,000	\$ 225.00
5,001 to 10,000	\$ 325.00
10,001 to 12,000	\$ 400.00
12,001 to 20,000	\$ 475.00
20,001 to 40,000	\$ 525.00
40,001 to 60,000	\$ 650.00
60,001 to 100,000	\$ 725.00
100,001 to 125,000	\$ 850.00
125,001 and greater	\$ 1,000.00

Plan Revision Fees	
Square Footage	Fee
Less than 100	\$ 50.00
100 to 300	\$ 75.00
301 to 2,500	\$ 125.00
2,501 to 5,000	\$ 150.00
5,001 to 10,000	\$ 175.00
10,001 to 12,000	\$ 225.00
12,001 to 20,000	\$ 275.00
20,001 to 40,000	\$ 325.00
40,001 to 60,000	\$ 350.00
60,001 to 100,000	\$ 425.00
100,001 to 125,000	\$ 500.00
125,001 and greater	\$ 650.00

# Hamilton Township Fire Rescue

## Permit and Fee Schedule



Underground Plans	\$	150.00
Underground Plans Revision	\$	100.00

Hood Suppression Fees	\$	150.00
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Re-Inspection Fees	\$	50.00
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### Part 2. Special Inspection Fees

Tents		
Residential	\$	25.00
Commercial	\$	100.00

Food Trucks (Annually)	\$	25.00
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Fire Works Displays	\$	400.00
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### Part 3. Fire Code Violation Re-Inspection Fees

Re-Inspection Fees		
1st Re-Inspection (2nd visit)		Free
2nd Re-Inspection (3rd visit)	\$	100.00
3rd Re-Inspection (4th visit)	\$	200.00
4th Re-Inspection (5th visit)	\$	500.00
5th Re-Inspection (5th visit)		Citation



## **Fire Chief and Administrator - 12/18/24 Trustee Meeting**

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### **Motion to approve Resolution 24-1218K to exchange out-of-service equipment for training credits for public safety classes.**

The Township Fire Department has a 1994 tanker truck that has not been used in a few years and would need very expensive repairs to ever make it roadworthy and able to be used on fire scenes for fighting fires again. The apparatus is currently being stored in a quonset hut at Testerman Park.

The Department has worked out a tentative agreement with the Oaks vocational system to exchange the tanker with the Oaks for \$5,000 credit for our Fire Department employees to attend the Oaks to participate in fire and paramedics classes. The Oaks will have fire students use the tanker on their campus for training purposes. In addition to receiving \$5,000 of training credits for our firefighters, it would be beneficial to the local fire industry to have the equipment used to train future firefighters.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 a.m. on December 18, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO  
RESOLUTION NUMBER 24-1218K**

**RESOLUTION AUTHORIZING THE TRANSFER OF A CERTAIN  
HAMILTON TOWNSHIP FIRE RESCUE VEHICLE TO  
GREAT OAKS CAREER CAMPUSES PURSUANT TO R.C. 505.10(A)(2)**

**WHEREAS**, Hamilton Township Fire Rescue (“HTFR”) has determined that a certain HTFR vehicle, more particularly described as a 1994 S&S tanker truck, (the “Property”) is unfit for public firefighting use and no longer needed by HTFR;

**WHEREAS**, in the opinion of the Hamilton Township Board of Township Trustees, the fair market value of the Property is \$2,500 or less and, as such, the Township is authorized under Ohio Revised Code 505.10(A)(2) to dispose of the Property by private sale without advertisement or public notification;

**WHEREAS**, Great Oaks Career Campuses, an Ohio joint vocational school district, (“Great Oaks”) offers firefighting training and educational programs to its students, and desires to acquire the Property from the Township for use in its programming;

**WHEREAS**, in exchange for the Property, Great Oaks has agreed to grant the Township certain training/educational credits for HTFR personnel to participate in Great Oaks programming at no cost to the Township, pursuant to the terms and conditions set forth in the written agreement attached as Exhibit A to this Resolution; and

**WHEREAS**, HTFR believes that the sale of the Property to Great Oaks is an opportunity to extend the use of the Property for a meaningful purpose, and the training/educational credits offered by Great Oaks in exchange for the Property will be a benefit to HTFR personnel.

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

**Section 1.** The Board of Trustees hereby authorizes the sale of the Property to Great Oaks in accordance with R.C. 505.10(A)(2) and the agreement attached as Exhibit A to this Resolution.

**Section 2.** The Hamilton Township Administrator is hereby authorized to execute on behalf of the Township the agreement attached as Exhibit A hereto. The Administrator is further authorized to execute any and all other documents, and take any other actions, necessary to effectuate the Township's disposition of the Property to Great Oaks in accordance with this Resolution, and to otherwise carry out the intent of this Resolution.

**Section 3.** It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution shall be effective from the earliest date permitted by law.

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

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

Resolution adopted this 18th day of December, 2024.

Attest:

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Brodi J. Conover, *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 December 18, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Leah M. Elliott, *Fiscal Officer*

## **Exchange of Property for Services Agreement**

Hamilton Township, Warren County Ohio (the "Township") and Great Oaks Career Campuses, 100 Great Oaks Drive, Cincinnati Ohio 45241, an Ohio Joint Vocational School District, ("Great Oaks") hereby enter into this Exchange of Property for Services Agreement (this "Agreement") according to the following terms and conditions:

The Township agrees to transfer to Great Oaks title to a 1994 S&S tanker (the "Property") on an International Chassis.

In exchange for the Property, Great Oaks agrees to grant to the Township Five Thousand Dollars (\$5,000.00) worth of Training Credits with Great Oaks Career Campuses for Public Safety classes (the "Services"). The Township shall be entitled to use all or any portion of the Services at any time by enrolling one or more Township employees in Great Oaks Public Safety classes following Great Oaks' typical enrollment procedures; provided, the Township shall use all Services no later than three (3) years following the Effective Date.

The Township and Great Oaks agree that the Property shall be transferred to Great Oaks pursuant to this Agreement in its "as is" condition; with all faults and defects therein, whether known or unknown, as of the Effective Date. The Township gives no warranty of fitness, suitability or merchantability of said Property for any purpose. The Township shall have no liability whatsoever for any injury or damage to person or property which may arise from use of the Property for any purpose by Great Oaks or any other person or entity. Great Oaks represents and warrants that it has had a reasonable opportunity to inspect the Property prior to entering into this Agreement.

Each Party represents and warrants that its representative signing this Agreement has been duly authorized by such Party's governing body to execute this Agreement on said Party's behalf, and bind said Party to the terms and conditions herein. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter herein, and no other oral or implied agreement exists.

This Agreement shall be effective as of the date of the last Party's signature below (the "Effective Date").

### **Great Oaks Career Campuses**

By: \_\_\_\_\_

Brian Rabe, Treasurer/CFO

Date: \_\_\_\_\_

### **Hamilton Township**

By: \_\_\_\_\_

Jeff Wright, Township Administrator

Date: \_\_\_\_\_



**Administration Office**  
**12/18/24 Trustee Meeting**

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

**Motion 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.**





**Office of Human Resources**  
**12/18/2024 Trustee Meeting**

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

**Motion to approve the amendment of the Hamilton Township roster as presented.**

- On role Donald Davis as a full-time firefighter/EMT effective January 5, 2025, starting pay rate determined by current collective bargaining agreement.
- Promote Jacob Emenaker to full-time firefighter/EMT effective January 5, 2025, starting pay rate determined by current collective bargaining agreement.
- Promote Devante Jones to full-time firefighter/EMT effective January 5, 2025, starting pay rate determined by current collective bargaining agreement.
- Promote Gabriel Schultz to full-time firefighter/EMT effective January 5, 2025, starting pay rate determined by current collective bargaining agreement.
- Promote Christopher Stock to full-time firefighter/EMT effective January 5, 2025, starting pay rate determined by current collective bargaining agreement.



**Administration Office**  
**12/18/24 Trustee Meeting**

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

**Motion to elect a Chairman and Vice Chairman effective January 1, 2025.**