



TRUSTEE MEETING AGENDA 7/3/2024

9:00 a.m.

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the June 18th Board of Trustees regular meeting.
- Bills before the Board

Public Hearings-

2025 Preliminary Tax Budget – Resolution No. 2024-0703A

Public Comments

New Business

Resolutions

- Resolution No. 2024-0703B – Authorize an increase in appropriations for two funds

Motion –

- Authorize the purchase of replacement police vehicles
- Approve the amendment of 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 litigation and ORC 121.22(G)(8a) to discuss economic development.

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

HAMILTON TOWNSHIP ADMINISTRATION

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

Hamilton Township Trustee Meeting

June 18, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:00 p.m. 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 the June 5, 2024, Trustee Meeting.

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

A motion was made by Mr. Rozzi, with a second by Mr. Sousa, 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 p.m.

Keith Osterbrock inquired about any updates regarding the Sunrise Ridge property following the approval of the resolution allowing the Township to solicit bids for cleanup.

Administrator Jeff Wright mentioned that the Township is presently soliciting bids and quotes from contractors.

Mr. Osterbrock mentioned attending the hearing concerning the property owner, Michael Burch, and indicated that Mr. Burch's family is seeking ownership of the property in the near future.

With no further comments Mr. Cordrey closed the floor to public comments at 6:04 p.m.

New Business

- Resolution No. 2024-0618A – Authorize a Fund Level Transfer & Repayment of an Open Advance

Mr. Cordrey informed that the Parks Department secured a grant from the Ohio Department of Natural Resources for a new shelter house at Marr Park. Hamilton Township initially covered the shelter's cost and has since been reimbursed with grant funds.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve Resolution 24-0618A, a resolution authorizing a Fund Level Transfer & Repayment of an Open Advance.

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

- Resolution No. 2024-0618B – Accepting of Hopewell Valley Section Seven (7) & Section Eight (8)

Mr. Sousa asked the Public Works Director, Don Pelfrey, if he was satisfied with the walk-through inspection and conditions of Hopewell Valley.

Mr. Pelfrey agreed he is happy with the results.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve Resolution 24-0618B, a resolution Accepting Hopewell Valley Section Seven (7) & Section Eight (8).

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

- Public Hearing - Hamilton-Maineville Joint Economic Development District

Mr. Cordrey opened the floor to the public hearing at 6:07 p.m.

Mr. Wright explained that the Board and staff have been working towards a goal for several years: establishing a small Joint Economic Development District (JEDD) at the northeast corner of the intersection of SR 48 and US 22/3. The property owners are now poised to invest in new private construction on these properties, which will expand our tax base and generate

employment opportunities within our community. Simultaneously, improvements will be made to the infrastructure and roadway of Towne Center Boulevard to facilitate access to the developing properties.

The owners of these properties have submitted signed petitions requesting inclusion in the proposed JEDD, and the Village of Maineville has agreed to partner with us municipally in this endeavor. It's important to note that no municipal income tax will be imposed on any parcels in Hamilton Township located outside of the JEDD.

Since there were no other individuals present to make statements, Mr. Cordrey concluded the public comments at 6:12 p.m. for deliberations.

Mr. Cordrey emphasized that the JEDD has long been a vision of the Board, aiming to alleviate the tax burden on Hamilton Township residents while providing an opportunity to reinvest in the Township.

Mr. Rozzi sees this as a significant opportunity for the township and is eager to enhance the partnership with the Village of Maineville.

Mr. Sousa pointed out that in today's environment of rising infrastructure costs, the JEDD will help to control expenses. He also emphasized the necessity of partnership with the village.

- Resolution No. 2024-0618C – Approving the contract to create the Hamilton Township – Village of Maineville Joint Economic Development District.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve Resolution 24-0618C, a resolution approving the contract to create the Hamilton Township – Village of Maineville Joint Economic Development District.

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

- Motion- Authorize the Administrator to enter into an agreement with the Warren County Health District

Mr. Wright explained that Hamilton Township has the opportunity to partner with the Warren County Health District, which will provide basic healthcare and vaccinations to the community

through a mobile health van. The van will be stationed at the Hamilton Township Administration and Police building once a month.

Mr. Cordrey made a motion with the second from Mr. Rozzi to authorize the Administrator to enter into an agreement with the Warren County Health District

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

- Motion- Authorize an agreement with McGill Smith Punshon, Inc. for professional services for a concept design and opinion of probable costs for the Public Works Facility

Mr. Wright: Recognizing that we are in significant need of a replacement Public Works Facility, the 2024 Budget contains \$300,000 in the Road and Bridge Fund for due diligence and design work to plan the new facility. MSP is an engineering, surveying, architectural and planning company located in the region that has successfully worked with him on building designs and remodel projects in prior communities. The Concept Design Study proposed by MSP includes three phases. Phase one includes surveying utilities, defining needs, and designing floorplans. The second phase will provide a rendering of the project. Phase three will define the cost and provide an estimate of the project.

Mr. Cordrey inquired about the location of the new Public Works Facility.

Mr. Wright proposes the vacant area between Fire Station 76 and the Administration building. The Public Works facility would provide adequate storage for rolling stock and other fleet vehicles. The parking lot would link with the Fire Station and Administration building giving the opportunity to increase parking and accessibility to department vehicles.

Mr. Cordrey made a motion with the second from Mr. Rozzi to authorize an agreement with McGill Smith Punshon, Inc. for professional services for a concept design and opinion of probable costs for the Public Works Facility

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

- Motion- Amend the Hamilton Township Roster as Presented

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve the Hamilton Township Roster as Presented

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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:24 p.m.

Mr. Osterbrock expressed appreciation for the new developments emerging across the Township, yet he urged the Board to maintain its predominantly rural character, which initially drew him and his wife to the area years ago.

Mr. Cordrey reiterated to the public that the 2020 Concept Plan aims to preserve the rural character of the southern portion of the Township, concentrating development within the boundaries served by sewer lines.

Mr. Sousa ensured that the Township has limited Commercial land, which is mostly located on Route 22 and State Route 48.

Mr. Osterbrock is curious of the intentions with the “old” Kroger building when the new location is opened.

The Board mentioned that Kroger typically waits ninety days after opening a new location before releasing the old building for lease or sale. Several prospects have expressed interest in the building, but no agreements have been finalized at this time.

Mr. Cordrey closed the floor to public comments at 6:28 p.m.

Administrator’s Report

- Assistant Fiscal Officer, Ellen Horman is finalizing the 2025 Tax Budget with the Leadership Team and will be presented to the Board in July
- Ms. Horman is analyzing the cash flow and Duke Energy bills for the Lighting District, any adjustments needed will be brought to the Board.
- Touch-a-Truck had the highest attendance this year, thanks to Nicole Earley and other department staff for making it the success it was.

- Next event is the July 4th Joint Freedom Parade & Festival. The parade will start in the Village of Maineville continuing to Testerman Park for festivities.
- The Junior Police Academy, held over a week, drew a significant attendance with twenty-eight children participating. The program introduced police and fire training, aiming to inspire future careers in public service among the participants.
- The new Kroger location is on pace for opening in November with the gas station projected to be open in October.
- Grandin Road and Towne Center Boulevard project is ahead of schedule and hoping to be completed by next summer.

Trustee Comments

Joe Rozzi: He apologized for missing Touch-a-Truck due to illness but mentioned driving by the location and observing the crowded turnout, expressing happiness that the event is achieving the success it deserves.

Mark Sousa: Attended Touch-a-Truck and acknowledged staff for their hard work. He acknowledged John Daunt from Public Works and his family with their creativity and participation in the event.

Darryl Cordrey: Although he was unable to attend Touch-a-Truck he appreciates the staff's work that went into the event and looks forward to July 4th. With the extreme temperatures, he encourages those who are in need of cooling stations to reach out to Warren County.

Adjournment- With no further business to discuss, Mr. Cordrey made a motion, with a second from Mr. Rozzi, to adjourn at 6:33 p.m.

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



Office of Township Administrator

7/03/24 Trustee Meeting

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

Motion to approve Resolution 24-0703A- a resolution adopting the 2025 Annual Tax Budget.

The Ohio Revised Code requires that each taxing authority must adopt a tax budget prior to July 15th of each year and submit such tax budget to the County Auditor by July 20th. Failure to adopt a tax budget prior to July 15th and submit it to the County Auditor could jeopardize the Township's share of the local government fund distribution.

The Tax Budget is an estimate of expenditures based on projections updated by Assistant Fiscal Officer Ellen Horman and reviewed by the Board of Trustees and Fiscal Officer. The Tax Budget is prepared in a conservative manner with an emphasis to not inflate revenues or understate expenditures. I appreciate Ellen's work on compiling the document that is submitted to the County Auditor's Office and the input of all members of the leadership team as we work on drafting the 2025 Budget to present to the Board for consideration this fall.

1. The tax budget is due July 15th to the County Auditor for our best guess at the revenue budget. Then we will have a meeting on August 28th with the County Auditor to tell us what we will be receiving on the property tax portion of the revenue side for 2025.
2. On the inside millage (General Fund 1000 and Road and Bridge Fund 2031) we increased the property tax portion by 18%. That equates to approximately \$210,000 more for the General Fund and \$230,000 more for the Road and Bridge Fund.
3. On the outside millage (Police 2081, Fire and EMS Special Levy 2283 and the New Road Levy 2907) we did not increase the property tax portion. Levy funds that receive outside mills do not grow from inflationary growth. Reduction factors are in place so that property owners do not pay more in taxes for those levies than they did when the levy was first in place. Those levies limit the revenue to the amount originally collected and do not grow when property values increase.
4. On the expense side we will look closer once we know what we will be receiving from the County Auditor and that will be our 2025 budgeted revenue.

Once the revenue is updated, each fund is reevaluated, Capital Expenditures are updated as needed and each fund is balanced prior to presenting the Capital Budget to the Board of Trustees in the Fall. It is important to remember that we are only halfway through our 2024 Budget.

The three-page exhibit to the Resolution is the Certificate that is sent to the County Auditor.

For the purposes of forecasting the capital projects and purchases we anticipate in 2025, a spreadsheet of identified projects has been included for the Board. The remaining ARPA funds will be used for the restoration work at Mounts Park. Also, within parks we will ask to work with a landscape architect to conduct an assessment of our existing park amenities and estimate replacement costs and schedules as well as make some parking and lighting improvements. Within the Public Works Department, we will need to replace a dump truck, complete a storm water culvert project with Maineville and complete the design and drawings for the replacement public works facility. Items anticipated in Fire & EMS will include a pickup replacement, rescue and marine replacements and MDC and radio equipment. Within the Police Department, we anticipate projects of HVAC and sergeants' office remodel and MDC replacements.

Motion to approve Resolution 24-0703A- a resolution adopting the 2025 Annual Tax Budget.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 9:00 a.m. on July 3, 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 24-0703A**

A RESOLUTION ADOPTING THE 2025 ANNUAL TAX BUDGET

WHEREAS, the Fiscal Officer of Hamilton Township has recommended a budget for the year 2025; and

WHEREAS, the Board of Township Trustees of Hamilton Township is desirous of adopting the Annual Tax Budget proposed by the Fiscal Officer providing for receipts and expenditures during 2025;

NOW, THEREFORE, the Board of Township Trustees of Hamilton Township, Warren County, Ohio hereby resolves:

- SECTION 1.** That the Board of Trustees hereby adopt the Annual Tax Budget which is attached hereto as Exhibit A; and
- 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 herein were conducted in meetings 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 therefor this Resolution shall be in full force and effect immediately upon its adoption without further public reading. The reason for the emergency is to provide timely filing of the 2025 Budget.

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 3rd day of July, 2024.

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 July 3, 2024.

Date: _____

Leah M. Elliott, Fiscal Officer

CERTIFICATE OF THE COUNTY BUDGET COMMISSION

The Budget Commission of Warren County, Ohio, hereby makes the following Official Certificate of Estimated Resources for the Township of Hamilton for the fiscal year beginning January 1, 2025.

Fund Number and Description	Unencumbered Balance Jan. 1, 2025	Property Tax	Other Sources	Total
1000 General	\$1,826,515.44	\$1,394,760.00	\$801,672.11	\$4,022,947.55
2011 Motor Vehicle License Tax	\$375,712.98		\$110,572.85	\$486,285.83
2021 Gasoline Tax	\$1,141,008.66		\$503,580.00	\$1,644,588.66
2031 Road and Bridge	\$1,955,341.49	\$1,567,040.00	\$23,250.00	\$3,545,631.49
2041 Cemetery	\$85,754.63		\$53,600.00	\$139,354.63
2081 Police District	\$3,239,028.31	\$3,491,000.00	\$729,035.92	\$7,459,064.23
2221 Drug Law Enforcement	\$20,983.72			\$20,983.72
2231 Permissive Motor Vehicle License Tax	\$538,988.69		\$252,000.00	\$790,988.69
2261 Law Enforcement Trust	\$4,434.39			\$4,434.39
2273 American Rescue Plan Act	\$352,818.38			\$352,818.38
2283 FIRE and EMS Special Levy Fund	\$2,724,709.14	\$3,951,000.00	\$114,000.00	\$6,789,709.14
2284 EMS Billing Fund Opened 2-2015	\$341,874.50		\$778,532.00	\$1,120,406.50
2401 Lighting District	\$12,246.14		\$465,712.06	\$477,958.20
2907 Road Levy 2018	\$172,615.32	\$949,000.00		\$1,121,615.32
2909 Miscellaneous Special- OneOhio	\$14,081.53			\$14,081.53
2910 Kroger TIF	\$816,563.36		\$91,047.12	\$907,610.48
2911 Natureworks Grant	\$45,646.00			\$45,646.00
2912 ODNR Aquatic Education Grant			\$9,000.00	\$9,000.00
3101 New Building Bond Retirement			\$100,600.00	\$100,600.00
4902 Fire Station 76 Capital Project Fund			\$178,530.00	\$178,530.00
Totals	\$13,668,322.68	\$11,352,800.00	\$4,211,132.06	\$29,232,254.74

The Budget Commission further certifies that its action on the foregoing budget and the County Auditor's estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of the preceding pages, and the total amount approved for each fund must govern the amount of appropriation from such fund.

Budget

Date _____

Commission

Office of the Board of Trustees of Hamilton Township, Warren County, OH

To the County Auditor:

The Board of Trustees of said Township hereby submits its Annual Budget for the year commencing January 1st, 2025 for consideration of the County Budget Commission pursuant of Section 5705.30 of the Revised Code.

Leah Elliott
 Township Fiscal Officer

SCHEDULE A
 SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
 AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund Description	Levy Description	Amount Approved by Budget Commission	Amount to be Derived from Levies	County Auditor's Estimate of Tax Rate to be Levied	
		Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
		Column I	Column II	Column III	Column IV
1000 - General		\$1,394,760.00		1.00	
2031 - Road and Bridge		1,567,040.00		1.30	
2081 - Police District			3,491,000.00		3.00
2283 - FIRE and EMS Special Levy			3,951,000.00		5.00
2907 - Road Levy 2018			949,000.00		1.25
TOTAL			\$8,391,000.00		9.25

HAMILTON TOWNSHIP, WARREN COUNTY

Exhibit of Bonds, Notes, and Certificates of Indebtedness Outstanding January 1st
of the Coming Year, and Bond Retirement Fund Requirements for Coming Year.

Purpose of Bonds and Notes	Authority for Levy Outside 10 mill Limit*	Date of Issue	Due Date	Rate of Interest	(1) Amount Outstanding	(2) Amount Required for Bonds or Principal	(3) Amount Required for Interest	(4) Amount Receivable from Source Other than Taxation	(5) Total Required from General Property Taxes (2) & (3) minus (4)
Administration Building		08/30/2011	12/01/2027	3.500	\$265,000.00	\$90,000.00	\$10,600.00	\$0.00	\$100,600.00
New Fire House		09/13/2018	12/01/2038	3.800	\$1,935,000.00	\$105,000.00	\$73,530.00	\$0.00	\$178,530.00
			Total		\$2,200,000.00	\$195,000.00	\$84,130.00	\$0.00	\$279,130.00

*If the levy is outside the 10 mill limit by vote prior or subsequent to January 1st, 1934, enter the word "Vote" and the date of the election. If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.



Office of Township Administrator
7/03/24 Trustee Meeting

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

It is necessary to increase appropriations in the 2024 Budget for General Fund – 1000-910-910-0000 in the amount of \$5,108.90 and Kroger TIF Fund – Contract Services 2910-330-360 in the amount of \$703,476.36.

Motion to approve Resolution 24-0703B- a resolution approving an increase in township appropriations in the General Fund and Kroger TIF Fund to reconcile budgets for the calendar year 2024.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on July 3, 2024, at 9:00 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 24-0703B**

A RESOLUTION APPROVING AN INCREASE IN TOWNSHIP APPROPRIATIONS IN THE GENERAL FUND AND KROGER TIF FUND 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 General Fund line item 1000-910-910-0000 in the amount of \$5,108.90 and to increase the appropriations for the Kroger TIF Fund contract services line item \$703,476.36 in the amount of \$703,476.36.
- SECTION 2.** The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount reflected in Section 1 of this Resolution.
- SECTION 3.** This Resolution shall take effect on the earliest date allowed by law.

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

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

Resolution adopted this 3rd day of July, 2024.

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 July 3rd, 2024.

Date: _____

Leah M. Elliott, Fiscal Officer



HAMILTON TOWNSHIP POLICE DEPARTMENT

7780 South State Route 48

Maineville, Ohio 45039

513-683-0538

Chief Scott Hughes

To: Jeff Wright
Township Administrator

From: Scott Hughes
Chief of Police 

Date: June 20, 2024

Re: Vehicle Purchase

The purpose of this memo is to request approval for the purchase of five (5) 2024 Chevy Tahoe police vehicles to enhance our department's operational capabilities.

Details:

Vendor: McCluskey Chevrolet

Vehicle: 2024 Chevy Tahoe

Cost per Vehicle: \$54,836

Total Cost for 5 Vehicles: \$274,180

Upfitting Vendor: Tri-State Public Safety

Cost per Vehicle Upfitting: \$17,517

Total Upfitting Cost for 5 Vehicles: \$87,585

Additional Equipment:

Cost per Vehicle: \$3,092.25

Total Cost for 5 Vehicles: \$15,461.25

Vendors: Multiple

The total cost for the purchase, upfitting, and additional equipment for five (5) 2024 Chevy Tahoe vehicles is \$377,226.25. This pricing conforms to the State of Ohio's Cooperative Purchasing Program.

To ensure a smooth procurement process and accommodate any unforeseen expenses, I am requesting a purchase order in the amount of \$400,000.

Acquiring these vehicles is crucial for maintaining our department's readiness and effectiveness. The Chevy Tahoe is well-suited for our operational needs, providing the necessary durability, space, and performance required for our duties. The upfitting and additional equipment will ensure these vehicles are fully prepared for service upon arrival.

Approval of this request will enable us to proceed with the purchase and ensure that our officers have the reliable and well-equipped vehicles they need to perform their duties effectively. Additionally, we will trade in some of our high mileage vehicles, which will allow us to save on costs.



**Office of Human Resources
07/03/2024 Trustee Meeting**

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

- Off roll Lucas Ratliff in the Police department, effective July 11, 2024.
- Off roll Joshua Clift in the Police department, effective July 11, 2024.
- On roll Tristan Burkitt as a full time Police Officer effective July 15, 2024, employment contingent on pre-employment testing. Rate of pay determined by current collective bargaining agreement.
- On roll Joseph Brian Hounshell as a full time Police Officer effective July 15, 2024, employment contingent on pre-employment testing. Rate of pay determined by current collective bargaining agreement.

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