

The Board of Trustees of Hamilton Township, Warren County, Ohio, met at a regular session at 6:00 pm on May 15, 2024, in Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joseph Rozzi – Trustee, *Vice Chair*  
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 2024-0515C**

**A RESOLUTION AUTHORIZING ENTERING INTO A MEMORANDUM OF  
UNDERSTANDING WITH WARREN COUNTY FOR THE LIMITED OPERATIONAL  
TESTING AND MAINTENANCE OF FIRE HYDRANTS**

**WHEREAS**, a majority of the fire hydrants and hydrant valves located in Hamilton Township are under the ownership of Warren County and serviced by the Warren County Water & Sewer Department;

**WHEREAS**, it is in the best interest of the Hamilton Township Fire Department and its residents and property owners for the Hamilton Township Fire Department to supplement the testing and routine preventative maintenance of the hydrants and valves.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio hereby authorizes Hamilton Township, Warren County, Ohio to enter into a Memorandum of Understanding with the Board of Commissioners of Warren County, Ohio for the purpose of the Fire Department assisting the County by providing limited operational testing and maintenance of the County’s fire hydrants and associated appurtenances connected to existing County waterlines in Hamilton Township.

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


Joseph Rozzi –	Aye <u>✓</u>	Nay _____
Mark Sousa –	Aye <u>✓</u>	Nay _____

Resolution adopted this 15<sup>th</sup> day of May, 2024.

Attest:

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

Approved as to form:

  
\_\_\_\_\_  
Benjamin J. Yoder, *Law Director*

I, Leah 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 session on May 15, 2024.

Date: 5/15/24\_\_\_\_\_

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

**MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY AND HAMILTON  
TOWNSHIP BOARD OF TRUSTEES**

The Board of Commissioners of Warren County, Ohio (the "County") on behalf of the Warren County Water & Sewer Department, and the Hamilton Township Board of Trustees, on behalf of the Hamilton Township Fire Department (the "Fire Department"), or jointly the "Parties" or separately a "Party", hereby enter into this Memorandum of Understanding ("MOU"), effective immediately upon execution.

WHEREAS, the Parties desire to enter into this Memorandum of Understanding ("MOU") for the purpose of the Fire Department assisting the County by providing limited operational testing and maintenance of the County's fire hydrants and associated appurtenances connected to existing County waterlines in Hamilton Township.

**UNTIL EITHER PARTY GIVES NOTICE OF REVOCATION, THE PARTIES AGREE AS FOLLOWS:**

1. This memorandum authorizes the Fire Department to perform routine preventative maintenance and functional testing of the County's fire hydrants and hydrant valves. The terms of this MOU do not apply to the Fire Department's use of the County's hydrants for emergency response for fire protection.

All maintenance activities performed under this MOU shall be coordinated with the County. Prior to the start of work, the Fire District shall notify the Water Department of the intention to perform hydrant maintenance activities. The County shall review the request based on current water production rates, water distribution staffing levels, and frequency of water main breaks and provide prompt feedback to the Fire District. The Parties shall coordinate to develop a plan of activities that includes notification of customers, maps identifying watermains/valves/hydrants, name and contact of the employee in responsible charge, list of Fire District employees to perform the work, and confirmation that all employees performing the work are trained and knowledgeable regarding County hydrant maintenance. Upon approval of the plan, the County shall determine if representatives from the County need to be present to train, supervise, monitor and/or assist with activities. All work performed shall be recorded and tracked on Warren County Fire Hydrant Maintenance Forms include with this agreement as **Exhibit A**.

Due to the potential of damage to the distribution system and staffing requirements, flushing of hydrants shall not be performed on Fridays, Saturdays, or Sundays, or workdays prior to holidays. Should an emergency arise that affects the integrity of the County's water system, the Fire District will immediately cease all maintenance activities when notified by the County.

2. All hydrant maintenance activities shall be performed in accordance with County standards as outlined below.
  - a. Hydrant Operation Training – All Fire Department employees participating in maintenance activities shall receive field training before performing operation and maintenance on the County's hydrants. Training shall be administered by the County or by County approved instructors from the Fire Department. If training is performed by the Fire Department the County shall be provided the opportunity to participate. Training shall be performed annually or biannually as determined appropriate by the Parties.
  - b. Customer Notification for flushing – The Fire Department shall notify customers a minimum of 48 hours prior to performing hydrant flushing. Multiple forms of notification should be used to contact customers including door hangers, customer mailers, roadway signage, Water Department social media, Township/Fire Department social media, and contact with Homeowner Associations.

- c. Fire Hydrant Operation & Inspection – As inspections are completed all issues including operational problems, failed/inoperable hydrants, and needed repairs shall be documented on the Fire Hydrant Maintenance Forms and provided to the County for follow-up action.
  - d. Painting of Hydrants – Hydrants shall be prepared for painting and must be clean, dry, and free from rust. Paint shall be industrial grade resistant to cracking, peeling, and protects against sunlight, weather, rust, oil, gasoline, corrosive chemicals and wear up to 5 years in outdoor conditions. Painting system shall be an aerosol ultra high solids system with enamel finish and shall be Inhibitaur High Solids Paint by Continental Research Corporation. The color shall be Fire Hydrant Red SKU: 09172.
  - e. Maintenance of Hydrant Caps – Inspect caps, threads, chains, and O-ring gaskets. Clean the treads with a wire brush and lubricate with an NSF Standard 61 approved graphite-based lubricant. Caps should be tightened slightly more than hand tight.
  - f. Inactive Hydrants – Hydrant rings fabricated from UV and weather resistant HDPE plastic with the wording “OUT OF SERVICE” shall be installed on the 4.5-inch pumper connection of inactive hydrants. Licensee shall contact the Water Distribution Superintendent within 1 working day upon the discovery of an inactive hydrant. All work associated with the repair of inactive hydrants shall be performed by the County or their designee.
  - g. Supplies – The County shall provide the Fire Department with paint, sanding supplies, wire brushes, lubrication supplies, out of service signs, metering equipment, and valve keys.
3. No other operation and maintenance activities not listed herein shall be performed by the Fire Department. These activities include, but are not limited to, excavation, flow testing, removal, disassembly, and/or rebuilding of fire hydrants.
4. This MOU may be revoked by either Party at any time without cause.

Pursuant to Board Resolution No. \_\_\_\_\_,  
dated \_\_\_\_\_.

Pursuant to Board Resolution No. 2024-0515,C  
dated 5/15/24.

**BOARD OF COMMISSIONERS  
OF WARREN COUNTY, OHIO**

**HAMILTON TOWNSHIP**

By: \_\_\_\_\_  
Name: Martin Russell, County Administrator  
Date: \_\_\_\_\_

By: Jeff Wright  
Name: Jeff Wright, Administrator  
Date: 5/17/24

Recommended by:  
  
\_\_\_\_\_  
Chris Brausch, Director of Warren County  
Water & Sewer Department

Recommended by:  
  
[Signature]  
\_\_\_\_\_  
Jason Jewett, Fire Chief

Approved as to form by:  
  
\_\_\_\_\_  
Assistant Prosecutor

Approved as form by:  
  
\_\_\_\_\_  
Law Director/Legal Counsel



# EXHIBIT A

## WARREN COUNTY WATER & SEWER

<b>HYDRANT ID NUMBER:</b>	<b>DATE:</b>		
<b>LOCATION:</b>	<b>INSPECTOR:</b>		
<b>MANUFACTURE:</b>	<b>CONTACT NO:</b>		
<b>MODEL NO:</b>			
<b>HYDRANT YEAR:</b>			
<b>HYDRANT INSPECTION:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
Hydrant is visible, accessible, and free of obstructions. All vegetation, landscaping, and other obstructions are sufficiently clear to operate the hydrant.			
Top of Hydrant is not leaking when hydrant is on.			
Cap gaskets are not leaking when hydrant is on.			
Hydrant barrel is in good condition without cracks or deep corrosion.			
Operating nut is not worn and does not have rounded corners.			
Outlet threads are not damaged.			
Outlet caps are secured slightly more than hand tight.			
Hydrant drains properly.			
<b>HYDRANT MAINTENANCE:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
Outlet threads are clean and greased.			
Hydrant required painting.			
<b>HYDRANT TESTING:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
Hydrant operates properly.			
Complete rotations to fully open:			
Static Pressure (psi):			
Approximatley amount of water flushed through hydrant (Gallons).			
<b>HYDRANT VALVE:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
Valve box is at proper grade & not damaged.			
Valve box is clear of debris			
Operating nut is accessible			
Valve operates properly			
<b>COMMENTS/NOTES:</b>			