COLERAIN
EST. 1794

Minutes

January 4, 2022

1. **Opening of Meeting** 6:00 P.M.
Mr Milz called the meeting to order at 6:00pm.
All Trustees and Fiscal Officer were present.

2. **Appointment of Pro Tem Secretary** Pro Tem Secretary will conduct the election of the president and vice president
Mr Unger nominated Fiscal Officer Baker as Pro Tem Secretary, Seconded Ms Ulrich
Mr Wahlert - Point of inquiry - Do we need first take attendance to establish we have a quorum?
Mr Sollmann - No I believe it's been established.
Vote - Mr Wahlert - Yes, Ms Ulrich - Yes, Mr Unger - Yes
Fiscal Officer Baker was appointed Pro Tem Secretary.

3. **Election of President**
Mr Unger asked to make a statement - 3 years ago, today fell on a Friday. And the worst thing that's happened in many years happened that evening when Officer Dale Woods was involved in an accident and it became a fatal accident. I would ask that the board andthose in the audience have a moment of silence for Dale and his family.

Mr Baker asked for nominations for President of the Board of Trustees.
Mr Unger nominated Mr Wahlert for President, Seconded Ms Ulrich. No other nominations were made.
Vote - Mr Unger - Yes, Ms Ulrich - Yes, Mr Wahlert - Yes.
Mr Wahlert will serve as President of the Board of Trustees for 2022.

4. **Election of Vice-President**
Mr Baker asked for nominations for Vice President of the Board of Trustees.
Ms Ulrich nominated Dan Unger, Seconded Mr Wahlert. No other nominations.
Vote - Mr Wahlert - Yes, Ms Ulrich - Yes, Mr Unger - Yes
Mr Unger will serve as Vice President of the Board of Trustees for 2022.

5. **Pledge of Allegiance**
All recited the Pledge of Allegiance.

Mr Wahlert - asked for a moment of silence to look to the year ahead and all of those sacrificing every day.

6. **Consent Items**

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a. New Hire - Director of Development - Development Department
Mr Milz recommends approval of all consent items.
Rationale: The position of Director of Development was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: David Miller. The wage for this job is $40.87 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on January 5, 2021.
Motion to approve the consent item Mr Unger, Seconded Ms Ulrich
No Discussion.
All voted Yes. Consent item approved.

7. Organizational Items

a. Motion to Establish Rules of Procedure for Trustee Meeting
Mr Milz recommends ADOPTION of the Motion.
Rationale: A Rules of Procedure document is a tool used to formalize the way the board intends to conduct its business during Board of Trustee Meetings. This item was introduced for a first reading at the January 2, 2020 Special Organizational Meeting of the Board of Trustees and further modified at the July 13, 2021 meeting. Given the election of a new Trustee, this item is being brought forward as part of the organizational meeting for discussion purposes to consider any potential changes to the rules.
Motion Mr Wahlert, Seconded Ms Ulrich
No Discussion. All voted Yes. Motion approved.

b. Resolution Authorizing the Advance of Funds - CDBG
Mr Milz recommends ADOPTION of Resolution #1-22.
Rationale: In the 2022 Strategic Plan and Budget, the Board of Trustees appropriated Community Development Block Grant (CDBG) funds for the following projects:
- $55,000 - Sidewalk Maintenance Projects
- $20,000 - Groesbeck Strategic Investment Plan Implementation
- $10,000 - Emergency Home Repairs
- $30,000 - Acquisition and Demolition of Blighted Properties

Hamilton County awards CDBG funding to the township, and it recently changed the method by which it administers CDBG. In the past, the Township would submit invoices to the County, who would then pay them. Now, the Township must incur the expense and be reimbursed. This resolution authorizes staff to advance $115,000

from the General Fund to Fund 2908- CDBG. Once the Township is reimbursed, staff will receipt the funds to Fund 2908 and then repay the advance to the General Fund.
Motion Mr Unger, Seconded Ms Ulrich
No Discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution Passed.

c. Resolution Authorizing the Transfer of Funds

Mr Milz recommends ADOPTION of Resolution #2-22.
Rationale: The 2022 Strategic Plan and Budget calls for the following transfers out of the General Fund:

- $933,785.38 to the Park Fund (2911)
- $230,244.70 to the Zoning Fund (2181)
- $13,767.59 to the Community Center Fund (2912)

Motion Mr Unger, Seconded Ms Ulrich
Discussion:
Mr Unger - That is so those divisions of our local government can operate.
Mr Milz - That is correct.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution Passed.

d. Motion to Authorize the Purchase of Capital Equipment and Vehicles according to the Attached Schedule A

Mr Milz recommends ADOPTION of the Motion.
Rationale: Annually, the Township adopts appropriations, which include a number of capital items. In conjunction with these appropriations and the Township Strategic Plan and Budget Book it is recommended that the attached list of capital items be approved by the Board of Trustees. Subsequent to this motion, staff will work with vendors to secure quotes and issue purchase orders for these items. Consistent with all large purchase orders, these purchase orders will need to be authorized and approved by two of the three Trustees prior to purchase. All purchases will not exceed the amount listed in the attachment. If quotes are obtained and the total purchase price would exceed the amount listed, then the new amount would come forward as a future agenda item prior to purchase. The item list can be found in the agenda packet on line.

Motion to amend motion to eliminate the $100,000 solar fund Mr Wahlert, Seconded

Mr Unger
No Discussion:
All voted Yes. Amended motion approved.

e. Motion to Approve 2022 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings

Mr Milz recommends ADOPTION of the Motion.
Rationale: The Regular Meeting schedule of the Board of Trustees is similar to last year with one regular meeting in January, February, March, November and December and two regular meetings in April, May, June, July, August, September and October. Special meetings will be held as necessary and will noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer. The meeting dates list can be found in the agenda packet on line.
Motion Mr Unger, Seconded Ms Ulrich
No Discussion
All vote Yes. Motion Approved.

f. Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates

Mr Milz recommends ADOPTION of the Motion.
Rationale: Each year the Township Trustees adopt this motion to continue the service of part-time employees.
Motion Mr Unger, Seconded Ms Ulrich.
No Discussion. All voted Yes. Motion Approved.

g. Motion to appoint David Miller as Representative and Jeff Weckbach as Alternate to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Intermodal Coordinating Committee (ICC)

Mr Milz recommends ADOPTION of the Motion.
Rationale: The ICC members provide general technical advice for the Executive Committee and Board of Directors as required, and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors. The ICC also advises and assists the Deputy Executive Director and staff in obtaining data required for continuing

transportation planning commensurate with the Unified Planning Work Program, and other agreements for all areas of planning. Mr. Miller is recommended to serve as the primary representative for the Township and Mr. Weckbach is recommended to serve as the alternative on this committee.
Motion Mr Unger, Seconded Ms Ulrich
No Discussion. All voted Yes. Motion Approved.

h. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than $10,000

Mr Milz recommends ADOPTION of the Motion.
Rationale: State law allows Township Trustees to delegate authority to sign purchase orders with a value equal to or less than $10,000 to the Township Administrator so that business can be conducted efficiently. In 2021, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than $2,500.00. Adopting this motion will align the authority to sign purchase orders with the existing resolution authorizing the Township Administrator to sign contracts that are less than $10,000 in value.
Motion to amend motion to return to $2,500 limit Mr Wahlert, Seconded Mr Unger.
Discussion:
Mr Unger - I think $2500 is a good amount.This gives the trustees an ability to see some of the smaller amounts.
Mr Wahlert - I realize this presents an inconvenience. I agree with Mr Unger. I want my thumb on the pulse of that.
Ms Ulrich - After a year I'd like to see if we can up that.
All voted Yes. Amended Motion Approved.

i. Resolution Authorizing the Expenditure of Public Monies for "Coffee, Meals, Refreshments, or Other Amenities"

Mr Milz recommends ADOPTION of Resolution #3-22.
Rationale: The Auditor of State provides guidance on the use of public monies for meals, coffee, and other refreshments as part of community events. This Resolution authorizes the expenditure of Township monies for that purpose for the events listed in the Resolution.
Motion Mr Unger, Seconded Ms Ulrich
Discussion:
Mr Unger - I believe in past years the township always bought it. In our state audit, it was recommended we actually approve that.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution Passed.

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j. Motion Adopting 2022 Pay Schedule

Mr Milz recommends ADOPTION of the Motion.
Rationale: If the Township were to follow its typical schedule, the last pay period would pay on Friday, 12/30/2022.
The pay schedule list can be found in the agenda packet on line.
Motion Mr Unger, Seconded Ms Ulrich
Discussion:
Mr Unger - I recall last year and you had divided the pay schedule into 27 and this year there's 26, so thank you for that.
Mr Milz - That was two years ago. It's not me, it's the calendar.
All voted Yes. Motion Approved.

k. Motion to Appoint Township Member of the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I

Mr Milz recommends ADOPTION of the Motion
Rationale: Recommend the appointment of Trustee Matt Wahlert to the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I to serve as the Township Member in a four-year term expiring on December 31, 2025. On January 2, 2020, Mr. Wahlert was appointed to fill the unexpired term of Trustee Greg Insco. That term ended on December 31, 2021.
Motion Mr Unger, Seconded Ms Ulrich
Discussion:
Mr Unger - Matt how did your two years go?
Mr Wahlert - two years, two meetings.
Mr Unger - They sit down and formalize the amount, which I think is somewhere in the $44,000 range.
Mr Milz - Yes, it's an opportunity for us to get together and make sure it's working for all the parties, which is Colerain Township, the city of Cheviot and Liberty Nursing Home.
All voted Yes. Motion Approved.

8. Adjournment

Motion to Adjourn Mr Unger, Seconded Ms Ulrich

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All voted Yes. The meeting adjourned at 6:29pm.

Fiscal Officer	Trustee
Trustee	Trustee