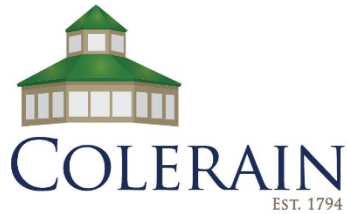


Regular Meeting of the Board of Trustees - July 26

July 26, 2022

- 1. Opening of Meeting**
- 2. Executive Session 6:00 PM**
- 3. Pledge of Allegiance 7:00 PM**
- 4. Meditation (Moment of Silence)**
- 5. Approval of Minutes**
- 6. Presentations**
 - a. Presentation by Chief Walls Introducing and Swearing-In a Newly Promoted Personnel
 - b. Presentation by Chief Denney Introducing and Swearing-In Newly Hired Officers
- 7. Public Hearings**
 - a. Public Hearing For Zoning Commission Case ZA2022-05: Major Amendment To ZA2005-003 Stone Creek Phase 1
 - b. Public Hearing For Zoning Commission Case ZA2022-03: Major Amendment To ZA2007-001 Stone Creek Phase 2
- 8. Citizens Address**
- 9. Administrative Reports**
- 10. Trustees' Report**
- 11. New Business**
 - Public Safety**
 - a. Resolution Declaring Nuisance and Ordering Abatement
 - Public Services**
 - a. Motion to Authorize Purchase of Materials and Installation for 275 Gateway Planting with Jeffrey Allen Corporation for \$39,289
 - b. Motion to Issue Request for Proposals for Street Trees
 - Development**
 - a. Resolution Approving Or Denying Zoning Commission Case ZA2022-05: Major Amendment To ZA2005-003 Stone Creek Phase 1
 - b. Resolution Approving Or Denying Zoning Commission Case ZA2022-03: Major Amendment To ZA2007-001 Stone Creek Phase 2
 - c. Motion Setting a Public Hearing on August 23, 2022 for Zoning Commission Case ZA2022-07: Major Amendment to ZA2002-02, Zoning Map Amendment (R-6 to PD-B)



Administration

- a. Discussion - Job Description - Assistant Administrator and Director of Public Services
- b. Resolution to Amend Organizational Chart, Roster, and Job Description
- c. Resolution Adopting Fuel Policy
- d. Discussion of Use of Funds for One Ohio Opioid Settlement

12. Old Business

13. Consent Items

- a. Promotion - Tawanna Molter - Assistant Director of Public Services
- b. Promotion - Full-Time Firefighter/EMT - Department of Fire and EMS

14. Fiscal Office Report

15. Executive Session – if needed

16. Adjournment

PRESENTATIONS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #5: Continue to Provide High Quality Safety Services

Presentation by Chief Walls Introducing and Swearing-In a Newly Promoted Personnel

No action is requested of the Board.

Rationale:

Presentation by Chief Walls Introducing and Swearing-In a Newly Promoted Full-time Firefighter, Tyler Leppert.

PRESENTATIONS

Department: Police

Department Director: Mark Denney, Police Chief

Strategic Plan Goal: Strategic Goal #5: Continue to Provide High Quality Safety Services

Presentation by Chief Denney Introducing and Swearing-In Newly Hired Officers

No action is requested of the Board.

Rationale:

Chief Denney will swear-in Police Officer Kristen Bernecker and Officer Cody Lee.

PUBLIC HEARINGS

Department: Development

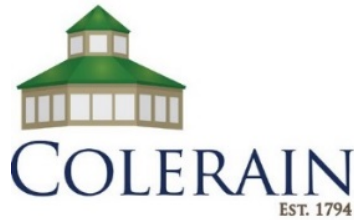
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Public Hearing For Zoning Commission Case ZA2022-05: Major Amendment To ZA2005-003 Stone Creek Phase 1
No action is requested of the Board.

Rationale:

The Colerain Township Zoning Commission held a public hearing and reviewed Case ZA2022-05 and recommended approval by the Board of Trustees.



Staff Report:	Board of Trustees
Case #	ZA2022-05
Request:	Major Amendment to ZA2005-003 (Stone Creek "Phase I")
Location:	9911 Colerain Ave. (Starbucks)
Meeting Date:	July 26, 2022
Prepared by:	Jarrold Alig Zoning Administrator

Applicant / Property Owner:

The applicant Scott Huber, of Abercrombie & Associates, Inc., representative for the property owner(s), Stone Creek Retail, LLC, is requesting:

1. Major Amendment to ZA2005-003 (Stone Creek "Phase I") to perform one (1) lot split.

Proposed Modification:

1. Perform a lot split to parcel 510-0111-0335-00 to separate the property containing what is now Starbucks; this action would create Parcel "C".

Site Description:

Tract Size:	12.095 AC
Frontage:	Approx. 595 feet along Colerain Ave. Approx. 915 feet along Stone Creek Blvd
Topography:	Primarily flat terrain for area of proposed modification
Existing Development:	Stone Creek Towne Center

Surrounding Conditions:

<u>ZONE</u>		<u>LAND USE</u>
North:	"PD-B" & "B-2"	Business
South:	"R-4" Med. Res. & "PD-B"	Residential Subdivision / Business
East:	"B-2" General Business	Business
West:	"PD-B"	Stone Creek Towne Center

Case Summary:

The proposed Major Amendment aims to create one new parcel by subdividing the existing parcel (510-0111-0335-00). At 19,466 ft² (0.4469 acres) the revised proposal is 4,246 ft² larger than the previously proposed lot split of 15,220 ft² (0.3494 acres).

1. Per the Colerain Township Board of Trustees Resolution 19-05 §(1); (1.2); (E); (10) *“The Final Development Plan shall comply in all other respects with the regulations of the Zoning Resolution.”*
2. Per case ZA2007-006 *Stone Creek Major Amend* “The Stone Creek Towne Center Final Development Plan was approved on September 20, 2005 by the Zoning Commission with the following conditions. Conditions 1-3 have been met; the table in Condition 4 was not found on file:
 1. That, the site remains in compliance with the stipulations of approval in Resolution #19-05, Case #ZA2005-03, Stone Creek Towne Center;
 2. That, the Final Development Plan shall comply in all other respects with the regulations of the Zoning Resolution;
 3. That, any future modifications to the Final Development Plan be submitted as a major or minor amendment to the Zoning Commission.”

Zoning Commission Recommendation:

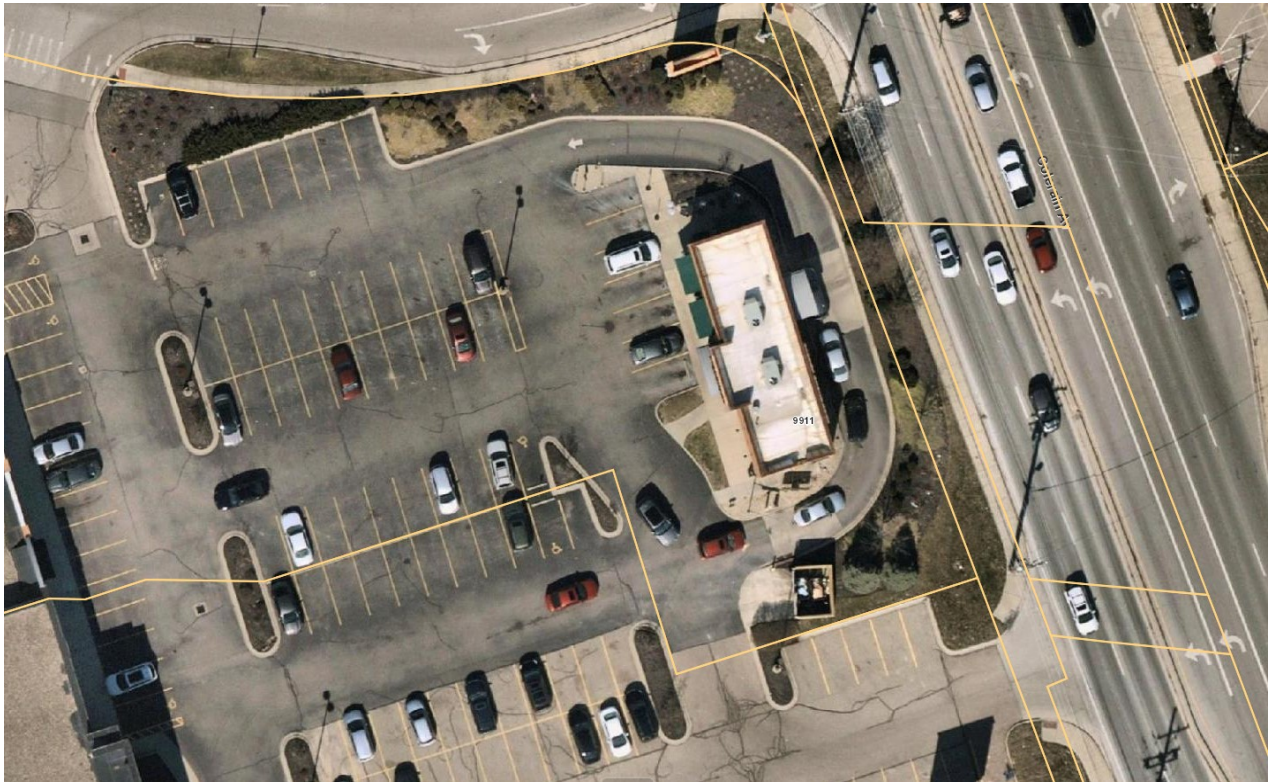
On June 21, 2022, after holding a public hearing on the proposed Major Amendment pursuant to O.R.C. §519.12, the Colerain Township Zoning Commission voted unanimously to recommend the APPROVAL of the requested Major Modification with the following Condition(s):

1. None

Site Overview: Stone Creek Towne Center



Site Overview: Starbucks



Current Property Lines per CAGIS:



Case History:

1. ZA2005-003 Stone Creek "Phase I"
 - a. Parcel "C" and Parcel "D"
 - b. 9911 Colerain Ave (Starbucks) – A majority of these properties were included in a Preliminary Development Plan which were part of the plan presented to the Zoning Commission in April of 2005, as case ZA2005-003. The Colerain Township Board of Trustees approved the Preliminary Development Plan per Resolution 19-05.
2. BZA2007-17 – A Colerain Township Board of Zoning Appeals case in which a variance was granted for building setbacks, on the condition that the applicant would apply for and receive a Major Amendment.
3. ZA2007-006 Stone Creek Major Amend (ZA2005-0003)
 - a. The previous property owner, Trinity Development, applied for a Major Amendment to add the parcel to the existing PD-B.
 - b. In the minutes of the hearing held on September 25, 2007, the Board of Trustees were perplexed as to how the building was already under construction prior to their approval of a Major Amendment to the initial P.D.P. / F.D.P.

Current Proposal:

Mr. Scott Huber proposed the included Major Amendment to ZA2005-003 (Stone Creek "Phase I") in order to perform a lot split / subdivision of a portion of the existing parcel 510-0111-0335-00.

Applicable Zoning Regulations:

It is Staff's opinion that the following are the primary Articles of the Colerain Township Zoning Resolution that are of most importance in the matters involved in this case:

9.3 "PD" – Planned Development District

9.3.1 Purpose

The purpose of the PD Planned Development District is to:

- (A) Allow for flexibility in the zoning requirements where the result will be a higher quality development;
- (B) Provide for and locate suitable recreational facilities, open space, and other common facilities, while preserving the existing landscape to the greatest extent possible;

- (C) Encourage sound planning principles in the arrangement of buildings, the preservation of open space, the utilization of topography and other site features;
- (D) Obtain creative and coordinated designs in harmony with surrounding uses and allow procedures supplemental to those applicable in other use districts to establish under which development plans particularly designed to meet the objectives of this section; and
- (E) Allow for creative development that conforms to the goals and objectives set forth in the Colerain Township Comprehensive Plan.

9.3.6 Design Standards

- (A) Design standards for area, lot coverage, density, yard requirements, parking, landscaping, and screening for a proposed PD District shall be established in the PD Preliminary development plan by the Zoning Commission and Board of Township Trustees.
- (B) Exceptions and variations from the design standards provided by the base zoning districts of this Resolution (e.g., R-1, R-2, B-1, etc.) may, and should be granted by the Zoning Commission and Board of Township Trustees when it is determined that due to certain design elements, natural features, and public amenities, the exceptions are warranted.
- (C) Standards for public infrastructure improvements shall be governed by the applicable regulations of the agency with jurisdiction that is charged with the responsibility for review and approval.

4.3.4 Review Criteria (Referenced by §9.3.8; A)

The following criteria shall be used in decisions regarding zoning amendments:

- (A) The amendment is in accordance with the Colerain Township Comprehensive Plan, the Colerain Township Land Use Plan, other adopted plans or policies of the Township, and this Resolution, as adopted by the Board of Township Trustees;
- (B) Where more than one zoning district is available to implement the Comprehensive Plan or Land Use designation, the applicant must justify the particular zoning being sought and show that it is best suited for the specific site, based upon the policies of the Colerain Township Comprehensive Plan.

4.5.3 Approval Criteria

(B) Approval Criteria for a Final Development Plan

The following criteria shall serve as conditions that should generally be satisfied before the approval of the final development plan:

- (1) Appropriate arrangements with the applicant have been made to ensure the accomplishment of the public improvements and reservation of common open space as indicated on the preliminary development plan and final development plan. If deemed necessary by the Board of Township Trustees during the preliminary development plan approval process, this assurance may require that the Board of Township Trustees require a bond to ensure the successful and proper completion of such improvements.
- (2) The proposed detailed final development plan for an individual section of the overall PD District is consistent in contents (building location--as applicable, land uses, densities and intensities, yard requirements, and area and frontage requirements) with the approved preliminary development plan, the Colerain Township Land Use Plan, and the Colerain Township Comprehensive Plan.
- (3) Each individual phase of the development can exist as an independent unit that is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.
- (4) That any part of the planned development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the Zoning Commission, left in its natural state.
- (5) That any exception from the design standards provided in the PD District is warranted by the design and amenities incorporated in the detailed final development plan.
- (6) That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.
- (7) That the detailed final development plan is consistent with the intent and purpose of Article 1 of this Resolution.
- (8) The final development plan has been transmitted to all other agencies and departments charged with responsibility of review.

Imagine Colerain

Land Use Analysis -

Goal # 2 - Prioritize land uses along Colerain Avenue that will position it as an “urban connector,” specifically at major intersections and nodes of activity.

Stone Creek Towne Center is in a prime location to further pedestrian/multi-modal urban connections within the Township. This area is also home to an opportunity to make an automobile connection off of Colerain Avenue, and to the newly developed Kroger complex.

Staff Findings: Based on the proposed site plan, the Applicant’s justification letter, Staff’s interpretation of the Colerain Township Zoning Resolution, the Review Criteria, the Approval Criteria, and the Comprehensive Plan as listed above:

- I. 9.3.1.: *(A) Allow for flexibility in the zoning requirements where the result will be a higher quality development.*
 - a. The revised proposed lot split / consolidation does appear as though it will yield a higher quality development.
- II. 9.3.1.: *(C) Encourage sound planning principles in the arrangement of buildings, the preservation of open space, the utilization of topography and other site features.*
 - a. The revised plan incorporates sound planning principals.
- III. 9.3.1.: *(E) Allow for creative development that conforms to the goals and objectives set forth in the Colerain Township Comprehensive Plan.*
 - a. Imagine Colerain clearly identified the economic importance of the Stone Creek Towne Center to Colerain Township, the revised plan appears to conform to this goal.

PUBLIC HEARINGS

Department: Development

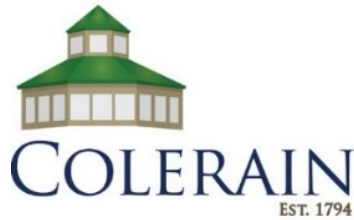
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Public Hearing For Zoning Commission Case ZA2022-03: Major Amendment To ZA2007-001 Stone Creek Phase 2
No action is requested of the Board.

Rationale:

The Colerain Township Zoning Commission held a public hearing and reviewed Case ZA2022-03 and recommended approval by the Board of Trustees.



Staff Report:	Board of Trustees
Case #	ZA2022-03
Request:	Major Amendment to ZA2007-01 (Stone Creek Phase II)
Location:	9825-9829 (9845) Colerain Ave
Meeting Date:	July 26, 2022
Prepared by:	Jarrold Alig Zoning Administrator

Applicant / Property Owner:

The applicant Scott Huber, of Abercrombie & Associates, Inc., representative for the property owner(s), Stone Creek Retail, LLC, is requesting:

1. Major Amendment to the F.D.P. ZA2007-001 Stone Creek “Phase II” to perform one (1) lot split.

Proposed Modification:

1. Perform a lot split of parcel 510-0111-0044-00 creating Parcel “A” 2.8778 acres and Parcel “B” 1.0138 acres.

Site Description:

Tract Size:	3.892 AC
Frontage:	Approx. 480.7 feet along Colerain Ave. Approx. 372 feet along Haverkos Ct.
Topography:	Primarily flat terrain for area of proposed modification
Existing Development:	Stone Creek Towne Center

Surrounding Conditions:

<u>ZONE</u>		<u>LAND USE</u>
North:	“PD-B” & “B-2”	Business
South:	“PD-B”	Business (Kroger / Byrider)
East:	“B-2” General Business	Business
West:	“PD-B”	Stone Creek Towne Center

Case Summary:

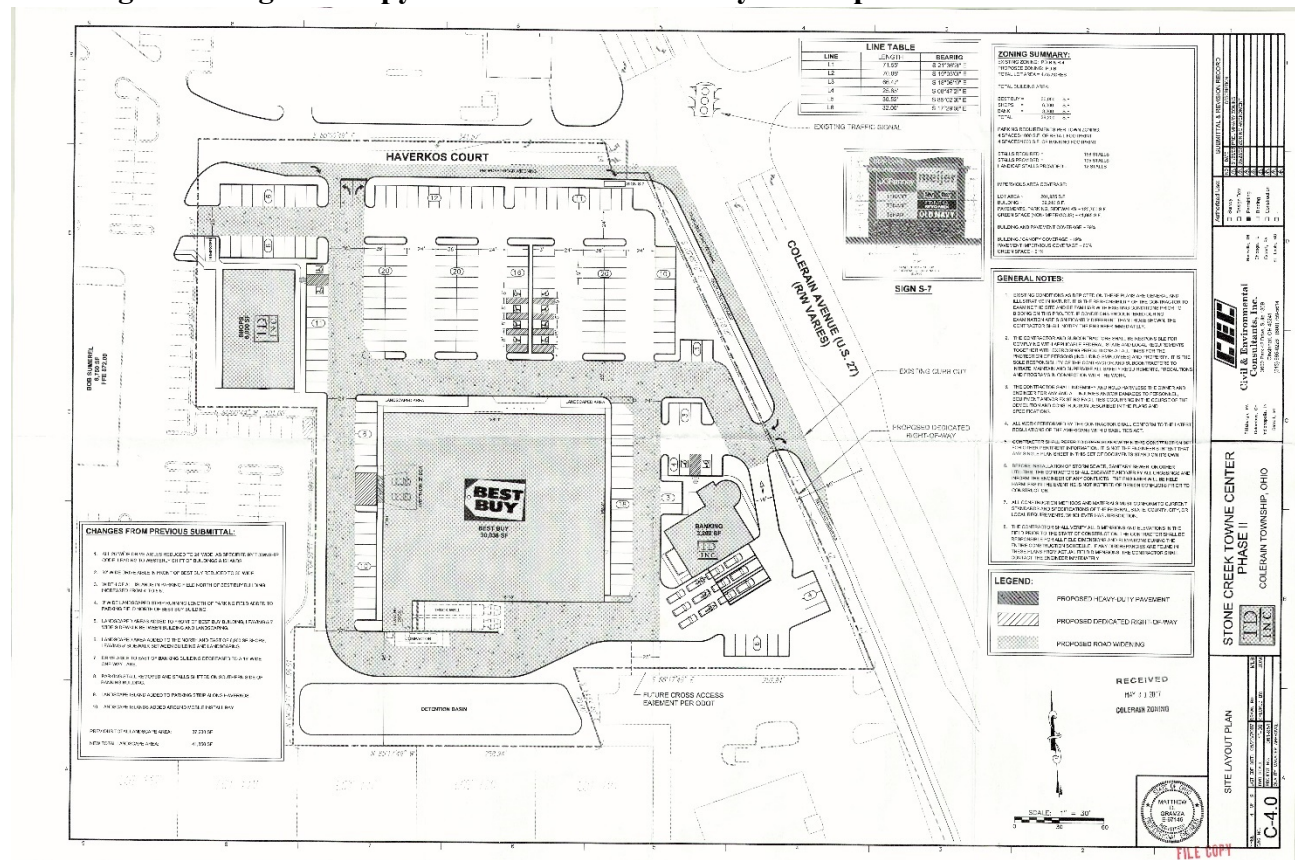
The proposed Major Amendment aims to create one new parcel by subdividing parcel 510-0111-0044-00. Based upon §4.5.7; (A); (3), it is Staff’s opinion that the proposed lot split is in direct conflict with the conditions of the Colerain Township Board of Trustees Resolution 33-07; (1); (1.2); (E.); (8) approving the PD-B, therefore requiring a Major Amendment.

Zoning Commission Recommendation:

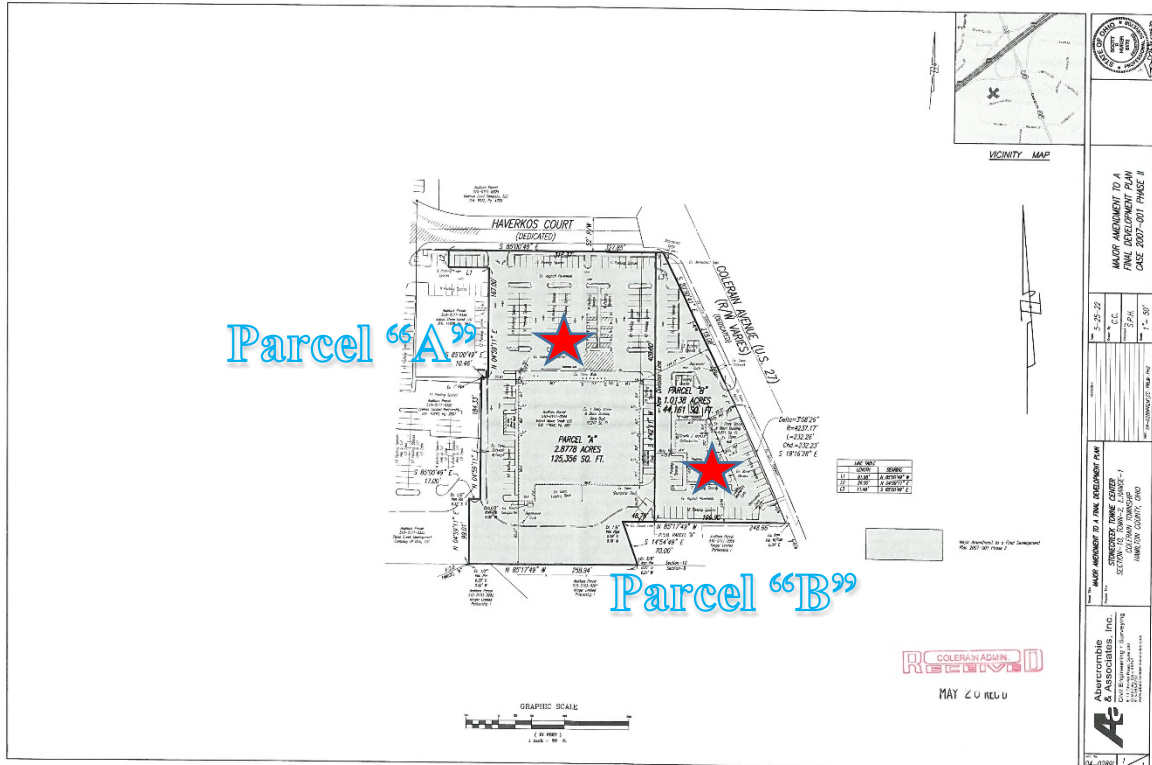
On June 21, 2022, after holding a public hearing on the proposed Major Amendment pursuant to O.R.C. §519.12, the Colerain Township Zoning Commission voted unanimously to recommend the APPROVAL of the requested Major Modification with the following Condition(s):

- 1) "That documentation related to the 'future cross access easement per ODOT' to provide access between parcel 510-0111-0044-00 (Best Buy), and parcel 510-0111-0056-00 as shown on the P.D.P. for ZA2007-001 be REQUIRED to be approved by the Zoning Administrator, and recorded with the Hamilton County Recorder's Office PRIOR to any Zoning Certificates, Lot Split, or other favorable zoning action related to the property being approved by the Zoning Administrator."

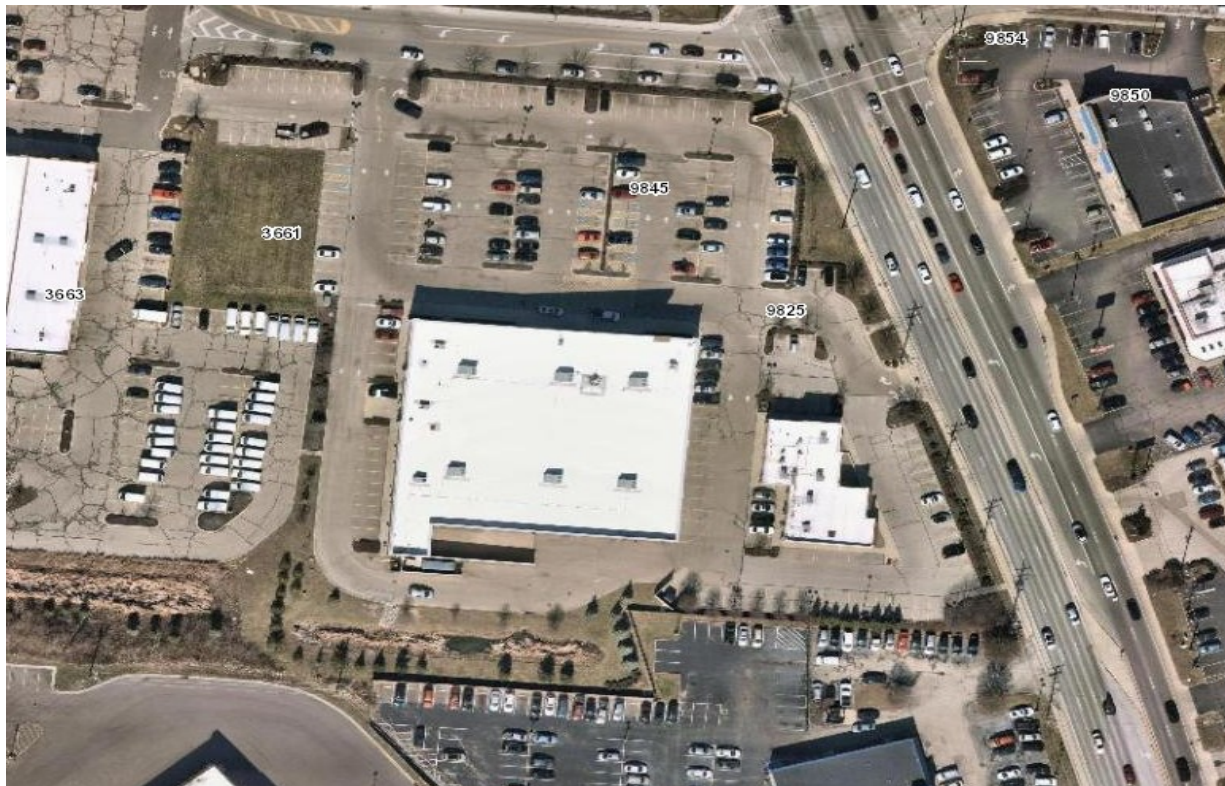
Planning & Zoning File Copy of 2007-001 Preliminary Development Plan:



Proposed Parcels per Submitted Survey:



Site Overview: Stone Creek Towne Center



Current Property Lines per CAGIS:



Case History:

Parcel “A”, and Parcel “B” know as 9825-9 Colerain Ave. (Best Buy, adjacent strip mall, and 3661 Haverkos Ct.) were included in case ZA2007-001, that requested a Zoning Map Amendment to “PD-B”. The Colerain Township Board of Trustees approved the Preliminary Development Plan per Resolution 33-07.

Current Proposal:

Mr. Scott Huber proposed the included Major Amendment to an F.D.P. in order to perform a lot split / subdivision of a portion of the existing parcel.

During Staff’s review of the submitted proposal, the following circumstances prevented Staff from having the authority to issue a Zoning Certificate for the requested action per requirements of the Colerain Township Zoning Resolution:

1. ZA2007-001 - 9825-9 Colerain Ave. (Best Buy, adjacent strip mall, and 3661 Haverkos Ct., or Parcel “A”, and Parcel “B”)
 - a. Resolution 33-07 explicitly states in §1; 1.2; E; 8; that *“All parcels included in this zone change and development proposal shall be consolidated.”*

Applicable Zoning Regulations:

It is Staff's opinion that the following are the primary Articles of the Colerain Township Zoning Resolution that are of most importance in the matters involved in this case:

9.3 “PD” – Planned Development District

9.3.1 Purpose

The purpose of the PD Planned Development District is to:

- (A) Allow for flexibility in the zoning requirements where the result will be a higher quality development;
- (B) Provide for and locate suitable recreational facilities, open space, and other common facilities, while preserving the existing landscape to the greatest extent possible;
- (C) Encourage sound planning principles in the arrangement of buildings, the preservation of open space, the utilization of topography and other site features;
- (D) Obtain creative and coordinated designs in harmony with surrounding uses and allow procedures supplemental to those applicable in other use districts to establish under which development plans particularly designed to meet the objectives of this section; and
- (E) Allow for creative development that conforms to the goals and objectives set forth in the Colerain Township Comprehensive Plan.

9.3.6 Design Standards

- (A) Design standards for area, lot coverage, density, yard requirements, parking, landscaping, and screening for a proposed PD District shall be established in the PD Preliminary development plan by the Zoning Commission and Board of Township Trustees.
- (B) Exceptions and variations from the design standards provided by the base zoning districts of this Resolution (e.g., R-1, R-2, B-1, etc.) may, and should be granted by the Zoning Commission and Board of Township Trustees when it is determined that due to certain design elements, natural features, and public amenities, the exceptions are warranted.
- (C) Standards for public infrastructure improvements shall be governed by the applicable regulations of the agency with jurisdiction that is charged with the responsibility for review and approval.

4.3.4 Review Criteria (Referenced by §9.3.8; A)

The following criteria shall be used in decisions regarding zoning amendments:

- (A) The amendment is in accordance with the Colerain Township Comprehensive Plan, the Colerain Township Land Use Plan, other adopted plans or policies of the Township, and this Resolution, as adopted by the Board of Township Trustees;
- (B) Where more than one zoning district is available to implement the Comprehensive Plan or Land Use designation, the applicant must justify the particular zoning being sought and show that it is best suited for the specific site, based upon the policies of the Colerain Township Comprehensive Plan.

4.5.3 Approval Criteria

(B) Approval Criteria for a Final Development Plan

The following criteria shall serve as conditions that should generally be satisfied before the approval of the final development plan:

- (1) Appropriate arrangements with the applicant have been made to ensure the accomplishment of the public improvements and reservation of common open space as indicated on the preliminary development plan and final development plan. If deemed necessary by the Board of Township Trustees during the preliminary development plan approval process, this assurance may require that the Board of Township Trustees require a bond to ensure the successful and proper completion of such improvements.
- (2) The proposed detailed final development plan for an individual section of the overall PD District is consistent in contents (building location--as applicable, land uses, densities and intensities, yard requirements, and area and frontage requirements) with the approved preliminary development plan, the Colerain Township Land Use Plan, and the Colerain Township Comprehensive Plan.
- (3) Each individual phase of the development can exist as an independent unit that is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.

- (4) That any part of the planned development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the Zoning Commission, left in its natural state.
- (5) That any exception from the design standards provided in the PD District is warranted by the design and amenities incorporated in the detailed final development plan.
- (6) That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.
- (7) That the detailed final development plan is consistent with the intent and purpose of Article 1 of this Resolution.
- (8) The final development plan has been transmitted to all other agencies and departments charged with responsibility of review.

Imagine Colerain

Land Use Analysis -

Goal- # 2. Prioritize land uses along Colerain Avenue that will position it as an “urban connector,” specifically at major intersections and nodes of activity.

Stone Creek Towne Center is in a prime location to further pedestrian/multi-modal urban connections within the Township. This area is also home to an opportunity to make an automobile connection off of Colerain Avenue, and to the newly developed Kroger complex.

Staff Findings: Based on the proposed site plan, the applicant’s submitted documents, Staff’s interpretation of the Colerain Township Zoning Resolution, Review Criteria, Approval Criteria, and the Comprehensive Plan as listed above:

- I. 9.3.1: *(A) Allow for flexibility in the zoning requirements where the result will be a higher quality development*
 - a. With the condition proposed by Staff, the proposed lot split does appear as though it will yield a higher quality development which will benefit Colerain Township;
- II. 9.3.6: *(A) Design standards for area, lot coverage, density, yard requirements, parking, landscaping, and screening for a proposed PD District shall be established in the PD Preliminary development plan by the Zoning Commission and Board of Township Trustees.*
And,

(C) Standards for public infrastructure improvements shall be governed by the applicable regulations of the agency with jurisdiction that is charged with the responsibility for review and approval.

- a. Per §9.3.6 Design Standards (A) and (C), the access easement should be required as a condition of approval for the requested Major Amendment. The “cross-access easement” was proposed, approved, and is therefore required based on the approved 2007 Preliminary Development Plan.

Understanding that easements have many legal nuances, it is Staff’s intent to require the creation of a documented, legally binding framework that will clearly convey to the current property owner, and any potential future property owners, that:

- i. A condition of approval of the Preliminary Development Plan of case ZA2007-001, as clearly indicated upon the approved P.D.P., and as referenced in the conditions of approval in the Colerain Township Board of Trustees Resolution #33-07, was predicated upon a cross-access easement being established.
 - a. i.e. Other conditions notwithstanding, the entirety of this portion of Stone Creek Towne Center was approved based upon this specific condition.
- ii. Parcel 510-0111-0056-00, the property immediately adjacent to the south of the property within ZA2007-001 Stone Creek Phase II for which the cross-access easement was delineated upon the P.D.P., is currently operated as “Byrider” used auto sales. The property is a non-conforming property which is zoned “B-2”. Currently owned by Kroger, any future change in use of the property would require either Zoning Commission, or Board of Zoning Appeals approval, at which time the remaining portion of the cross access easement could be required as a condition of approval.

PUBLIC SAFETY

Department: Police

Department Director: Mark Denney, Police Chief

Strategic Plan Goal: Strategic Goal #2: Engage the New Economy with Green Initiatives

Resolution Declaring Nuisance and Ordering Abatement

Recommend ADOPTION of the Resolution.

Rationale:

This resolution allows for the removal of uncontrolled vegetation and/or refuse at the following properties:

7118 Broadmore	510-0350-0102-00
10254 Chippenham	510-0043-0300-00
6662 Daleview	510-0350-0155-00
3345 Deshler	510-0102-0200-00
9796 Dunraven	510-0041-0202-00
2302 Galbraith	510-0063-0363-00
2725 Galbraith	510-0071-0158-00
11601 Greenhaven	510-0024-0300-00
3667 Sandralin	510-0091-0302-00
2841 Wheatfield	510-0041-0342-00
5288 Yeatman	510-0160-0079-00

All properties that are abated by the Township will have their property taxes assessed in order to reimburse the Township for the abatement services. This resolution and the Township's abatement process comport with the Ohio Revised Code for nuisance violations.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 26th day of July 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Matthew Wahlert, Cathy Ulrich, Dan Unger

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

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

<u>Address</u>	<u>Book-Page-Parcel No.</u>
7118 Broadmore	510-0350-0102-00
10254 Chippenham	510-0043-0300-00
6662 Daleview	510-0350-0155-00
3345 Deshler	510-0102-0200-00
9796 Dunraven	510-0041-0202-00
2302 Galbraith	510-0063-0363-00
2725 Galbraith	510-0071-0158-00
11601 Greenhaven	510-0024-0300-00
3667 Sandralin	510-0091-0302-00
2841 Wheatfield	510-0041-0342-00
5288 Yeatman	510-0160-0079-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills; therefore

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the

meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;

2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

3. That 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 any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

5. That this Resolution shall be effective at the earliest date allowed by law.

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

Vote Record: Mr. Wahlert_____, Mrs. Ulrich_____, Mr. Unger_____

ADOPTED this 26th day of July 2022.

BOARD OF TRUSTEES:

Matthew Wahlert, Trustee

Cathy Ulrich, Trustee

Dan Unger, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
5300 Socialville Foster Rd., Suite 200

Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer

this 26th day of July 2022.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SERVICES

Department: Administration

Department Director: Jeff Weckbach, Assistant Township Administrator

Strategic Plan Goal: Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Motion to Authorize Purchase of Materials and Installation for 275 Gateway Planting with Jeffrey Allen Corporation for \$39,289

Recommend ADOPTION of the Motion.

Rationale:

The Township has a plan in place for various plantings and aesthetic improvements at the interstate 275 and Colerain Avenue interchange. This plan will take multiple years to fully implement per the attached memo. Quotes were solicited for this project from three vendors (Jeffrey Allen Corporation, Joe Cappel's Garden Center, and White Oak Garden Center).

The cost of this project is \$39,289 and the lowest and best bid was presented by Jeffrey Allen Corporation. The total budget for this project was \$50,000. The remaining \$10,000 is recommended to be invested in the existing landscape beds that were installed at the beginning of 2022.



MEMORANDUM

To: Geoff Milz, Township Administrator

CC:

From: Jeff Weckbach, Assistant Township Administrator

Subject: 275 Gateway Improvements

Date: June 29, 2022

BACKGROUND

As part of the beautification initiative in 2019, staff worked with KZF Design to have a landscape architect develop plans for a beautification project along the entry and exit ramps from interstate 275 to Colerain Avenue. The initial plan included lighting features, trees, and various landscape beds. The project was estimated to cost in excess of \$300,000. In fall of 2021, members of the Public Services team invested nearly \$50,000 and installed one large mulch bed with nine trees in the gateway area. This area is now mowed on a regular basis by members of the roads division.

AREA OVERVIEW

Attached to this memorandum is an aerial of the 275 Gateway with the specific landscape plans. Various areas of the plan have been noted with a letter that corresponds to the descriptions below. In spring of 2022, staff solicited proposals from three local landscape companies (Cappels, Jeffrey Allen, and White Oak Garden Center) for completion of the work or portions of the work. White Oak Garden Center quoted to install all of the trees in all areas. Cappels quoted to perform a large quantity of the landscape flower bed work. Jeffrey Allen quoted the completion of several distinct areas of the 275 Gateway in full according to the landscape plans. In order to evaluate these quotes, an overview of the quoted areas of the plan is detailed below.

AREA A: There is a small amount of landscape work in this area that was previously completed by the Colerain Community Association. This area is mowed and maintained by Rumpke. Stehlin's is the closest property owner in this area and is likely going to be selling in the coming months. A redevelopment plan could include this work. The proposed area for the landscape bed sits in a drainage swale and is the location for a large amount of water runoff from Colerain Avenue. Any work in this area will need to be done in close collaboration with the Ohio Department of Transportation (ODOT) to avoid flooding issues. The estimated cost to complete this area is \$50,000.

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
gmilz@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Matthew Wahlert, Cathy Ulrich, Daniel Unger
Fiscal Officer: Jeff Baker
Administrator: Geoff Milz

AREA B: This section features a landscape bed and several trees that were installed by the roads division in the fall of 2021 and the spring of 2022. Colerain Township Public Services currently cuts the grass in this area. The remaining work includes the installation of grasses and shrubs.

AREA C: ODOT uses this area as temporary staging and storage for their heavy equipment and vehicles for projects in Colerain Township. A permit will be needed prior to starting any work in this area, which will impact the timing for completion of the project. This area is estimated to cost approximately \$40,000.

AREA D: This area currently has scrub trees and other overgrowth. Aeration and other site work would need to be completed by Public Services over a period of time in order to ensure that newly planted trees will properly take root. This area is estimated to cost \$20,000.

AREA E: This area is overgrown and will need site work prior to planting. Prioritizing this area will allow for a more attractive and aesthetically pleasing landscape for all motorists sitting at the traffic light after exiting 275 Eastbound. This area is quoted to cost \$39,289.

AREA F: This area features an existing landscape bed and entry signage that was installed by the Colerain Community Association. This group maintains this portion of the exit ramp. Improvements are expected to cost \$20,000.

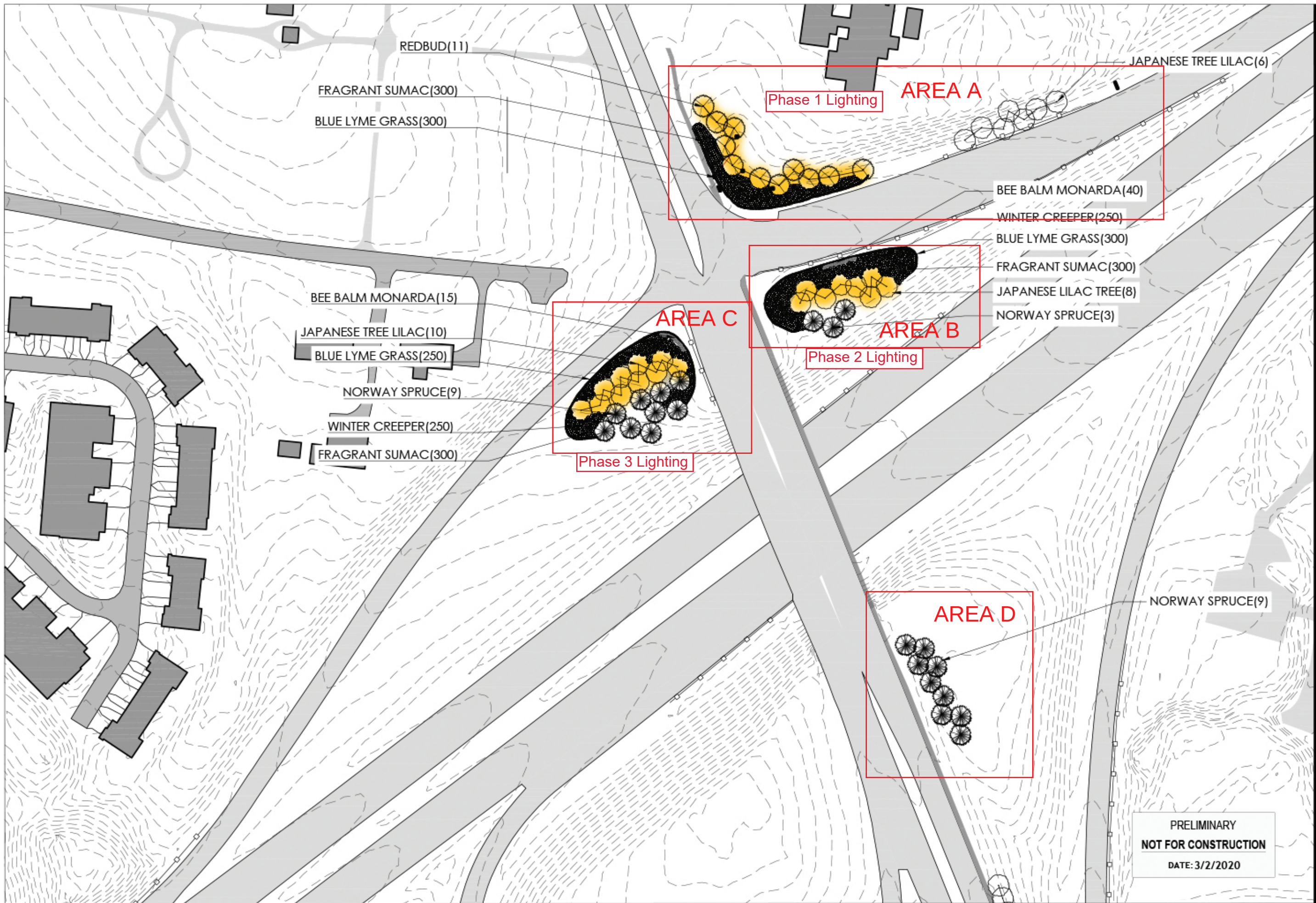
AREA G: This area does not have a great deal of challenges. It is estimated to cost \$35,000 for completion.

RECOMMENDATION

Staff recommends contracting with Jeffrey Allen for the completion of all of the landscape work associated with AREA E of the plans. This work will cost \$39,289. Staff also recommends hiring Joe Cappels to complete the installation of shrubs, flowers, and grasses in the AREA B to complete the work in this area. This is expected to cost under \$10,000 and should be able to be completed in 2022 with existing appropriations.

For future budget cycles, staff proposes the following schedule:

- 2023: AREA G should be included in the 2023 budget for a fall planting at a cost of \$40,000 (due to anticipated inflation).
- 2024: AREA C should be considered for planting in the fall of 2024. Staff should prepare an application for an ODOT permit for this work in the fall of 2023.
- 2024: AREA D should be planted in 2024. This will provide Public Services with two years of aeration and other soil preparation work to ensure a successful planting.
- TBD
 - AREA A: Because of the redevelopment opportunity and potential ODOT issues, it is not recommended to make these improvements at this time or in the near future.
 - AREA F: Because of the existing area maintained by the Colerain Community Association, this area is not recommended to be improved in the short term.



NOTES:

1. ALL PLANTS SHALL BE LOCATED IN FIELD BY LANDSCAPE ARCHITECT
2. ALL DISTURBED LAWN AREAS SHALL BE SEEDED PER ODOT'S SPECIFICATIONS WITH KENTUCKY 31 FESCUS



PRELIMINARY
NOT FOR CONSTRUCTION
DATE: 3/2/2020

NO. DATE DESCRIPTION
1 01-17-2020 ISSUE TITLE 1

COLERAIN I-275 GATEWAY
I-275 AND COLERAIN AVENUE
COLERAIN, OHIO 45251

KZF DESIGN
Designing Better Futures

KZF DESIGN INC.
700 Broadway Street
Cincinnati, OH 45202

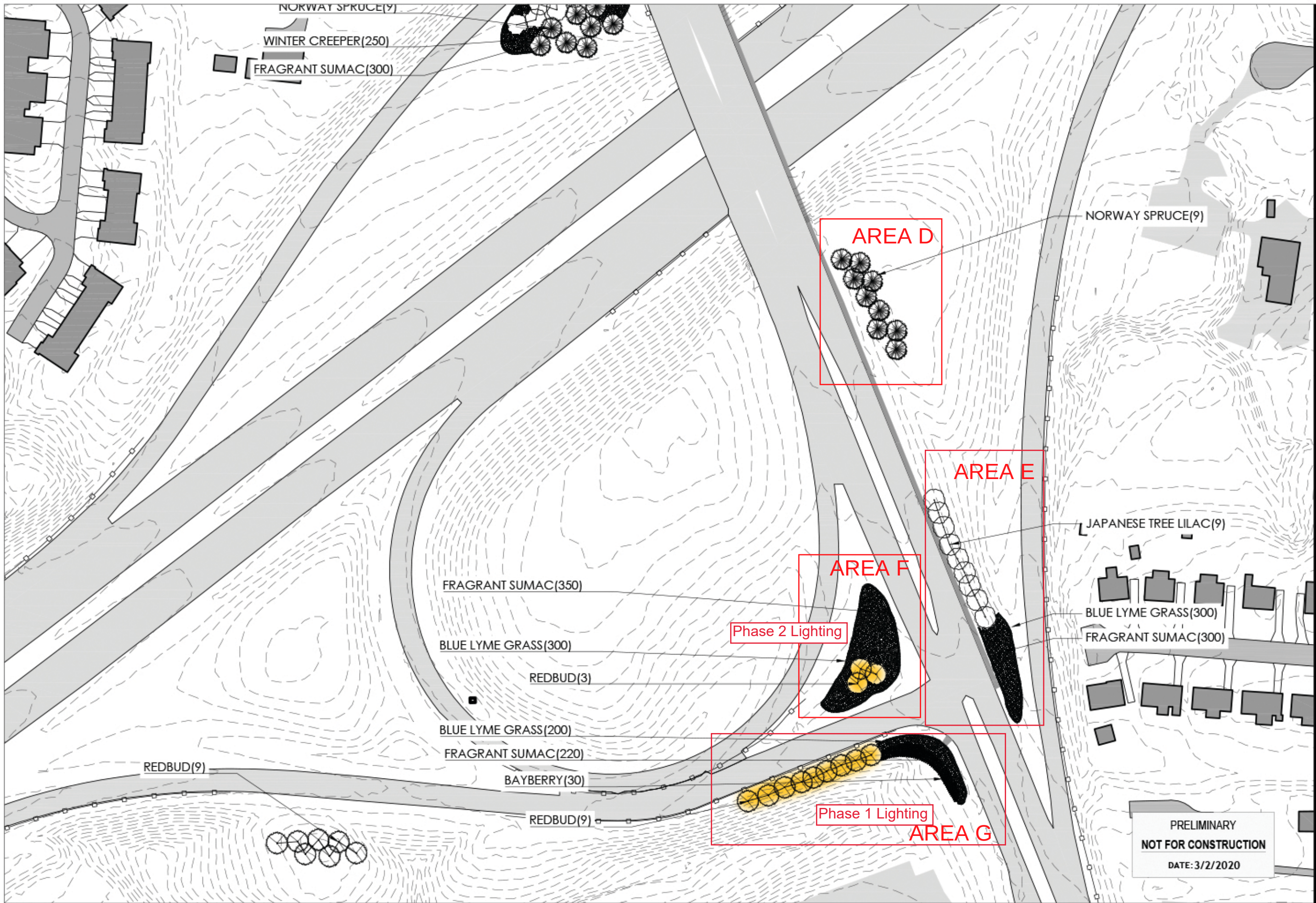
main 513.621.6211
kzf.com

MEISNER
ASSOCIATES
LAND VISION
1111 Freedom Drive
Suite 100, 301
Cincinnati, Ohio 45202
(513) 521-2774
jim@meisnerassociates.com

DESIGNED	COMM. NO.
DRAWN	DATE
CHECKED	PROJ. MGR.
	MEISNER

NORTH
LANDSCAPE
PLAN

DRAWING NUMBER ISSUE
LP01



NOTES:

1. ALL PLANTS SHALL BE LOCATED IN FIELD BY LANDSCAPE ARCHITECT
2. ALL DISTURBED LAWN AREAS SHALL BE SEEDED PER ODOT'S SPECIFICATIONS WITH KENTUCKY 31 FESCUS



PUBLIC SERVICES

Department: Administration

Department Director: Jeff Weckbach, Assistant Township Administrator

Strategic Plan Goal: Strategic Goal #2: Engage the New Economy with Green Initiatives

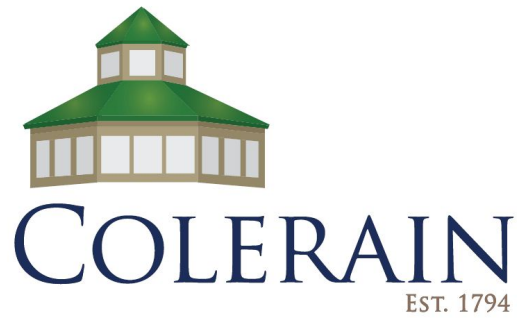
Motion to Issue Request for Proposals for Street Trees

Recommend ADOPTION of the Motion.

Rationale:

As part of the 2022 Strategic Plan, the Township worked with local arborists to map and identify existing gaps in the street tree canopy of the Groesbeck and Northbrook neighborhoods. Included in the 2022 budget are dollars to allow for the reforestation of street trees in the following areas:

The bid documents cover the cost of the trees, labor for planting, and provide a one-year warranty. There are many benefits of street trees, including reduction in heating/cooling costs, stormwater abatement and erosion control, improvement in air quality, and an increase in property values. Street trees have been identified in the Northbrook Now and Groesbeck Strategic Reinvestment Plan as priorities.



REQUEST FOR PROPOSALS (RFP)

STREET TREES for Colerain Township

Release Date: 07/29/2022

Response Deadline: 09/02/2022

4200 Springdale Road
Colerain Township, OH 45251

513-385-7500

**GUIDELINES AND INSTRUCTIONS
FOR REQUEST FOR PROPOSALS (RFP) FOR STREET TREES**

NOTICE TO RESPONDENTS

Colerain Township is soliciting proposals for Street Tree purchase and installation until September 2, 2022.

All clarifying questions for this proposal should be directed to Geoff Milz, Township Administrator, via email at gmilz@colerain.org.

A list of all streets, addresses, and type of tree to be planted at each location is available for review in the attached appendix.

Respondents should be aware that any records they submit to the Township, or that are used by the Township may be public records. The Township will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

GENERAL INFORMATION

Specifically, this bid solicits proposals from qualified companies for the procurement and installation of street trees throughout Colerain Township. The trees should be a minimum of two inches in diameter and be accompanied with a one-year warranty. Each tree should be installed with a water bag that is filled with water at the conclusion of the planting. A one-year watering and maintenance contract should also be included with the bid.

TIMELINE

- | | |
|-------------------------------------|-------------------------------------|
| 1. Township Trustees RFP Approval: | July 28, 2022 |
| 2. RFP Release: | July 29, 2022 |
| 3. Advertisement in Newspaper: | August 17, 2022 |
| 4. Proposal Deadline: | September 2, 4:00 p.m. (local time) |
| 5. Projected Township approval: | September 13, 2022 |
| 6. Projected Contract Commencement: | September 14, 2022 |

The Township will not be responsible for proposals that are received after the 4:00 p.m. deadline on September 2, 2022.

EVALUATION CRITERIA & SUBMITTALS

Proposals will be initially evaluated by internal Township staff, including the Director of Public Services, Township Administrator and Assistant Administrator. After this initial internal review, a recommendation will be provided to the Board of Trustees for a final decision.

To bid on this project, please complete the attached bid sheet.

Colerain Township Trustees must still approve a vendor before the process is completed. The Trustees reserve the right to reject any and all responses to the RFP.

TERMS AND CONDITIONS

Colerain Township reserves the right to reject any or all proposals, to award contracts in whole or in part, to further negotiate proposals in whole or in part, or to waive any informalities or irregularities in the submitted proposals.

The response to this Request for Proposals is entirely voluntary. The Request for Proposals does not commit the Colerain Township to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

Colerain Township may reject any or all responses that do not meet the requirements of the Request for Proposals in any respect. Responses which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Colerain Township, information was supplied that is intended to mislead Colerain Township, in its evaluation of the proposal and the attribute, condition, or capability, the proposal will be rejected.

Colerain Township reserves the right to expand or reduce the work subject to negotiating with the successful contract. Colerain Township reserves the right to choose a company from the responses or to further interview companies after proposals are submitted.

ATTACHMENT A - BID SHEET

Tree Species – 2”-2.5”*	QTY	Unit Cost	Extended Cost
Autumn Blaze Maple (hybrid) - Acer x freemanii 'Jeffsred'	35		
Green Vase Zelkova - Zelkova serrata 'Green Vase'	35		
Bosque Elm (lacebark) - Ulmus parvifolia 'UPTMF'	35		
Swamp White Oak - Quercus bicolor	45		
Redbud - Cercis canadensis	40		
Japanese Tree Lilac - Syringa reticulata 'Ivory Silk'	35		
Blaze Amur Maple - Acer ginnala 'Blaze'	35		
Kousa Dogwood - Cornus kousa	40		

**Substitutions in species and cultivar and/or quantity must be approved by the Township or its agent.*

Tree Cost (Includes Planting, Finishing, & One (1) Year Guarantee) \$ _____

One (1) Year Watering & Maintenance \$ _____ ea. x 300 trees = \$ _____

Total Bid \$ _____

Vendor _____

Contact _____

Address _____

Phone _____

Email _____

DEVELOPMENT

Department: Development

Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Resolution Approving Or Denying Zoning Commission Case ZA2022-05: Major Amendment To ZA2005-003 Stone Creek Phase 1

Recommend APPROVAL of the Resolution.

Rationale:

The Colerain Township Zoning Commission recommends approval of Case ZA2022-05 and requires final approval by the Board of Trustees after a Public Hearing

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a regular session at 6:00 p.m., on the 26th day of July, 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matt Wahlert

Mr./Ms. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-22

APPROVAL OF CASE NO. ZA2022-05
MAJOR AMENDMENT TO FINAL DEVELOPMENT PLAN ZA2005-003;
APPROXIMATE 12.095 ACRE AREA LOCATED AT 9911 COLERAIN AVENUE,
TO ALLOW A 0.4469-ACRE LOT SPLIT OF PARCEL 510-0111-0335-00.

WHEREAS, Scott Huber, representing Abercrombie & Associates, Inc., applicants on behalf of the property owners, Stone Creek Retail, L.L.C., submitted an application for a Major Amendment to a Final Development Plan. The Applicant is seeking a Major Amendment to conditions established within Resolution 19-05, to permit a 0.4469 acre lot split of a 12.095 acre parcel, known as Hamilton County Parcel 510-0111-0335-00, commonly known as 9911 Colerain Avenue, Colerain Township, Hamilton County, Ohio; and,

WHEREAS, the Colerain Township Zoning Commission conducted a public hearing on the application on June 21, 2022, and after staff presentation, public comments, exhibits, and other materials were submitted, voted unanimously to recommend *approval* of the zoning request; and,

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on the case on July 26, 2022, and after consideration of the recommendation of the Zoning Commission, and all public comments, exhibits, and other materials submitted, voted _____ to *approve* the application request and *approve* the Major Modification to a Final Development Plan on the above-referenced parcel to permit a 0.4469 acre lot split, thereby amending Case ZA2005-003.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio approves the change in zoning on the site in question for the reason that the Major Amendment would be in the best interest of the Township and the health, safety, morals and welfare of the public, is consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is in keeping with good land use planning; and,

2. That 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 any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township to the Hamilton County Recorder and the Colerain Township Zoning Administrator; and
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
5. That this Resolution shall be effective at the earliest date allowed by law.

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

Vote Record: Ms. Ulrich _____ Mr. Unger _____ Mr. Wahlert _____

ADOPTED this 26th day of July, 2022.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matt Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Assistant Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 26th day of July, 2022.

Jeff Baker
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a regular session at 6:00 p.m., on the 26th day of July, 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matt Wahlert

Mr./Ms. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-22

DENIAL OF CASE NO. ZA2022-05

MAJOR AMENDMENT TO FINAL DEVELOPMENT PLAN ZA2005-003;
APPROXIMATE 12.095 ACRE AREA LOCATED AT 9911 COLERAIN AVENUE,
TO ALLOW A 0.4469-ACRE LOT SPLIT OF PARCEL 510-0111-0335-00.

WHEREAS, Scott Huber, representing Abercrombie & Associates, Inc., applicants on behalf of the property owners, Stone Creek Retail, L.L.C., submitted an application for a Major Amendment to a Final Development Plan. The Applicant is seeking a Major Amendment to conditions established within Resolution 19-05, to permit a 0.4469 acre lot split of a 12.095 acre parcel, known as Hamilton County Parcel 510-0111-0335-00, commonly known as 9911 Colerain Avenue, Colerain Township, Hamilton County, Ohio; and,

WHEREAS, the Colerain Township Zoning Commission conducted a public hearing on the application on June 21, 2022, and after staff presentation, public comments, exhibits, and other materials were submitted, voted unanimously to recommend *approval* of the zoning request; and,

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on the case on July 26, 2022, and after consideration of the recommendation of the Zoning Commission, and all public comments, exhibits, and other materials submitted, voted _____ to *deny* the application request and *deny* the Major Modification to a Final Development Plan on the above-referenced parcel to permit a 0.4469 acre lot split, thereby not amending Case ZA2005-003.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio denies the change in zoning on the site in question for the reason that the Major Amendment would not be in the best interest of the Township and the health, safety, morals and welfare of the public, is not consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is not in keeping with good land use planning; and,

2. That 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 any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township, to the Hamilton County Recorder, and the Colerain Township Zoning Administrator; and
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
5. That this Resolution shall be effective at the earliest date allowed by law.

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

Vote Record: Ms. Ulrich _____ Mr. Unger _____ Mr. Wahlert _____

ADOPTED this 26th day of July, 2022.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matt Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Assistant Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 26th day of July, 2022.

Jeff Baker
Colerain Township Fiscal Officer

DEVELOPMENT

Department: Development

Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Resolution Approving Or Denying Zoning Commission Case ZA2022-03: Major Amendment To ZA2007-001 Stone Creek Phase 2

Recommend APPROVAL of the Resolution.

Rationale:

The Colerain Township Zoning Commission recommends approval of Case ZA2022-03 and requires final approval by the Board of Trustees after a Public Hearing

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a regular session at 6:00 p.m. on the 26th day of July, 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matt Wahlert

Mr./Ms. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-22

APPROVAL OF CASE NO. ZA2022-03
MAJOR AMENDMENT TO FINAL DEVELOPMENT PLAN ZA2007-001;
APPROXIMATE 3.892 ACRE AREA LOCATED AT 9825-9829 COLERAIN AVENUE,
TO ALLOW A 1.0138-ACRE LOT SPLIT OF PARCEL 510-0111-0044-00.

WHEREAS, Scott Huber, representing Abercrombie & Associates, Inc., applicants on behalf of the property owners, Stone Creek Retail, L.L.C., submitted an application for a Major Amendment to a Final Development Plan. The Applicant is seeking a Major Amendment to conditions established within Resolution 33-07, to permit a 1.0138 acre lot split of a 3.892 acre parcel, known as Hamilton County Parcel 510-0111-0044-00, commonly known as 9825-9845 Colerain Avenue, Colerain Township, Hamilton County, Ohio; and,

WHEREAS, the Colerain Township Zoning Commission conducted a public hearing on the application on June 21, 2022, and after staff presentation, public comments, exhibits, and other materials were submitted, voted unanimously to recommend *approval with modifications* to the zoning request, included below as Exhibit “A”; and,

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on the case on July 26, 2022, and after consideration of the recommendation of the Zoning Commission, and all public comments, exhibits, and other materials submitted, voted _____ to *approve* the application request and *approve* the Major Modification to a Final Development Plan on the above-referenced parcel to permit a 1.0138-acre lot split, thereby amending Case ZA2007-001.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio approves the change in zoning on the site in question for the reason that the Major Amendment would be in the best interest of the Township and the health, safety, morals and welfare of the public, is consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is in keeping with good land use planning; and,

2. That 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 any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township to the Hamilton County Recorder and the Colerain Township Zoning Administrator; and
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
5. That this Resolution shall be effective at the earliest date allowed by law.

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

Vote Record: Ms. Ulrich _____ Mr. Unger _____ Mr. Wahlert _____

ADOPTED this 26th day of July, 2022.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matt Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Assistant Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 26th day of July, 2022.

Jeff Baker
Colerain Township Fiscal Officer

Exhibit "A"

"That documentation related to the "future cross access easement per ODOT" to provide access between parcel 510-0111-0044-00 (Best Buy), and parcel 510-0111-0056-00 as shown on the P.D.P. for ZA2007-001 be REQUIRED to be approved by the Zoning Administrator, and recorded with the Hamilton County Recorder's Office PRIOR to any Zoning Certificates, Lot Split, or other favorable zoning action related to the property being approved by the Zoning Administrator."

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a regular session at 6:00 p.m., on the 26th day of July, 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matt Wahlert

Mr./Ms. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-22

DENIAL OF CASE NO. ZA2022-03

**MAJOR AMENDMENT TO FINAL DEVELOPMENT PLAN ZA2007-001;
APPROXIMATE 3.892 ACRE AREA LOCATED AT 9825-9829 COLERAIN AVENUE,
TO ALLOW A 1.0138-ACRE LOT SPLIT OF PARCEL 510-0111-0044-00.**

WHEREAS, Scott Huber, representing Abercrombie & Associates, Inc., applicants on behalf of the property owners, Stone Creek Retail, L.L.C., submitted an application for a Major Amendment to a Final Development Plan. The Applicant is seeking a Major Amendment to conditions established within Resolution 33-07, to permit a 1.0138 acre lot split of a 3.892 acre parcel, known as Hamilton County Parcel 510-0111-0044-00, commonly known as 9825-9845 Colerain Avenue, Colerain Township, Hamilton County, Ohio; and,

WHEREAS, the Colerain Township Zoning Commission conducted a public hearing on the application on June 21, 2022, and after staff presentation, public comments, exhibits, and other materials were submitted, voted unanimously to recommend *approval with modifications* to the zoning request, included below as Exhibit “A”; and,

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on the case on July 26, 2022, and after consideration of the recommendation of the Zoning Commission, and all public comments, exhibits, and other materials submitted, voted _____ to *deny* the application request and *deny* the Major Modification to a Final Development Plan on the above-referenced parcel to permit a 1.0138 acre lot split, thereby not amending Case ZA2007-001.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio denies the change in zoning on the site in question for the reason that the Major Amendment would not be in the best interest of the Township and the health, safety, morals and welfare of the public, is not consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is not in keeping with good land use planning; and,

2. That 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 any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township, to the Hamilton County Recorder, and the Colerain Township Zoning Administrator; and
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
5. That this Resolution shall be effective at the earliest date allowed by law.

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

Vote Record: Ms. Ulrich _____ Mr. Unger _____ Mr. Wahlert _____

ADOPTED this 26th day of July, 2022.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matt Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Assistant Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 26th day of July, 2022.

Jeff Baker
Colerain Township Fiscal Officer

Exhibit “A”

“That documentation related to the “future cross access easement per ODOT” to provide access between parcel 510-0111-0044-00 (Best Buy), and parcel 510-0111-0056-00 as shown on the P.D.P. for ZA2007-001 be REQUIRED to be approved by the Zoning Administrator, and recorded with the Hamilton County Recorder’s Office PRIOR to any Zoning Certificates, Lot Split, or other favorable zoning action related to the property being approved by the Zoning Administrator.”

DEVELOPMENT

Department: Development

Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Motion Setting a Public Hearing on August 23, 2022 for Zoning Commission Case ZA2022-07: Major Amendment to ZA2002-02, Zoning Map Amendment (R-6 to PD-B)

Recommend ADOPTION of the Motion.

Rationale:

The Colerain Township Zoning Commission Case ZA2022-07 requires final approval by the Board of Trustees after a Public Hearing.

ADMINISTRATION

Department: Administration
Department Director: Trustee Dan Unger

Strategic Plan
Goal:

Discussion - Job Description - Assistant Administrator and Director of Public Services

No action is requested of the Board.

Rationale:

Trustee Unger requested a Board discussion of the job description for the Assistant Administrator and Director of Public Services.



POSITION TITLE Assistant Township Administrator	STATUS Full time - Exempt
REPORTS TO Township Administrator	Salary Range: \$92,000 - \$117,000
SUPERVISES Director of PS, Finance, Office Manager, Recep., & HR	Minimum Education: Bachelor's Degree

PURPOSE:

The responsibilities of the Assistant Township Administrator consist of highly specialized administrative and managerial oversight of solid waste management, human resources, coordination of technology improvements, safety compliance, grant administration, and other duties as required by the Township Administrator.

SCOPE:

Duties of the position are performed under the general direction of the Township Administrator. In the absence of the Township Administrator, the Assistant Township Administrator may assume the Administrator's requisite duties. This position requires a thorough knowledge of development incentives, technology issues, safety regulations, human resources, and public management concepts.

ESSENTIALS ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Assists the Administrator with economic development efforts of the Township.
- Receives and responds to general residents' complaints.
- Serves as secondary negotiator for Collective Bargaining.
- Oversees grievances for Administration and assigned departments before the level of Township Administrator / Trustee.
- Serves on the Colerain Corridor Task Force and aids businesses in the knowledge and conformance with access management plans as dictated by the Ohio Department of Transportation and the Colerain Corridor Plan.
- Responsible for the formation, setup, and distribution of the Township's e-newsletter.
- Periodically reviews and revises personnel policies and procedures and aids the township administrator in pre-disciplinary hearing investigations.
- Formulates operating budgets for various general services, economic development, recycling incentive and special grant funds and, subsequently, participates in the budget review process.
- Attends and participates in various organizations that promote development in the Colerain Township area.
- Oversees compliance with storm water EPA Phase II guidelines and the hazard mitigation projects in the community.
- May act as representative on behalf of the Township Administrator at meetings or conferences.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- May represent the township at various functions that are dedicated to the promotion of economic development.
- Responds to citizen inquiries on various Township contracts, including solid waste, electric aggregation, and gas aggregation.
- Oversees the high level implementation of human resources department, including the implementation of various human resources initiatives.
- Coordinates indigent burials/cremations for the Township.
- Provides high level support and guidance to department heads on various personnel policies and issues.
- Ability to coach and mentor subordinate employees in the specialized fields of public



POSITION TITLE Assistant Township Administrator	STATUS Full time - Exempt
REPORTS TO Township Administrator	Salary Range: \$92,000 - \$117,000
SUPERVISES Director of PS, Finance, Office Manager, Recep., & HR	Minimum Education: Bachelor's Degree

safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.

- Assists in the development of the Township's strategic plan.
- Responsible for evaluating and developing various data dashboards and analytics for internal and external use.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects as assigned.

**CRITICAL SKILLS /
EXPERTISE:**

- Ability to establish and maintain cordial and effective working relationships with other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of economic development, human resources, and general public management.
- Ability to communicate succinctly and effectively.
- Ability to conduct complex research and prepare succinct, yet thorough, reports.
- Ability to analyze issues and render difficult recommendations.
- Ability to report for duty dependably and punctually.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENT:**

Graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or another related field with three years of experience in local government administration. Master's degree in public administration, business administration or another related field preferred. Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

**PHYSICAL & MENTAL
REQUIREMENT:**

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a sitting/standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EMPLOYEE
ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

POSITION TITLE	STATUS
Director of Public Services	Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$76,125 - \$99,500
SUPERVISES Supervisor Foreman, Events Coordinator, Facility Manager	Minimum Education: Bachelor's Degree

PURPOSE:

This position has multiple areas of responsibility: to insure that the Township Parks System and Road Infrastructure is operated efficiently and effectively; to insure that the Township's Special Events are organized and coordinated as directed by the Board of Trustees; to insure the Government Complex is maintained and operated efficiently and effectively; and to insure that all Township roadways, stormwater infrastructure, and related items are properly maintained.

SCOPE:

The Director of Public Services must insure that Township properties (including cemeteries, roadways, and other public properties not under the control of other specific department heads) are maintained properly.

ESSENTIALS ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Oversee the Parks Division, Roads Division, and Events Coordinator. This will include the responsibility for scheduling, evaluating and disciplining.
- Directly oversees the maintenance of roads, including all snow and ice removal and other road improvements that will enhance the safety and welfare of the traveling public on Township roads.
- Serve as individual responsible for insuring the township property under his/her control is maintained and improvements are made in a timely manner, including but not limited to the following tasks: ordering supplies and equipment, capital improvements - initiation and updating, and financial responsibilities associated with above.
- Maintain Colerain Township Historical Cemeteries.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Coordinate with landscaper for grounds care and maintenance.
- Ensure department employees and special events comply with all applicable safety standards.
- Serve as Township's representative for township facility improvements not under the control of specific department heads.
- Work closely with the development of the projects, including property acquisition, insuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the township and the agencies involved with property development projects.
- Update the Township Administrator and the Board of Trustees on the progress of Township projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township events.
- Assist Township departments with the coordination of events (i.e. parking and traffic control).
- Prepare with the assistance of the Township Administrator, appropriate financial

POSITION TITLE	STATUS
Director of Public Services	Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$76,125 - \$99,500
SUPERVISES Supervisor Foreman, Events Coordinator, Facility Manager	Minimum Education: Bachelor's Degree

information relative to events.

- Participate in budget process; prepare department budget for inclusion in township budget; track expenditures to assure all are within budget.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Coordinate annual township service activities such as The Recycle Day and Christmas Tree Recycling Program.
- Oversee ADA compliance of township buildings and parks.
- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to insure proper and efficient operations of the Colerain Township Public Services Department.

**CRITICAL SKILLS /
EXPERTISE:**

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices and techniques of road management and stormwater infrastructure maintenance.
- Ability to manage governmental facilities including HVAC maintenance.
- Ability to organize special events and supervise overall coordination of the events.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee departmental budgets.
- Able to apply for and administer grants to expand parks and special events.
- Ability to manage employees in supervisory capacity.
- Ability to oversee ADA compliance of township buildings and parks.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENT:**

A bachelor's degree in Parks and Recreation, public administration, or a related field and five years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management. At least two years of supervisory experience and program management experience. Must have experience which demonstrates an understanding of basic budgeting and fund accounting. Must possess a valid Driver's License.

**PHYSICAL & MENTAL
REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision



POSITION TITLE Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$76,125 - \$99,500
SUPERVISES Supervisor Foreman, Events Coordinator, Facility Manager	Minimum Education: Bachelor's Degree

and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EMPLOYEE
ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

ADMINISTRATION

Department: Administration

Department Director: Geoff Milz, Administrator

Strategic Plan Goal: Strategic Goal #6: Continuously Improve the Operations of the Township

Resolution to Amend Organizational Chart, Roster, and Job Description

Recommend ADOPTION of the Resolution.

Rationale:

Staff has gone through the process of evaluating candidates for the Director of Public Services position. Based on the review of candidates and the existing job market, changing the role to an Assistant Director role will be in the best short term interest of the Township. This individual will be responsible for the day-to-day activities of the Department and ensuring the completion of the strategic plan for the Department. The attached job description for this position will be created and appended to the existing job descriptions for the Township.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the _____ day of July, 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ADOPTING ORGANIZATIONAL CHART MODIFICATION

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees and residents; and;

WHEREAS, Colerain Township policy 1.3, Colerain Township Employment Process Policy, requires that the organizational chart and roster be formally adopted by the Board of Trustees; and;

WHEREAS, the attached organizational chart and roster has been modified to change the Director of Public Services position to an Assistant Director of Public Services position; and;

WHEREAS, this position changes will enhance the overall operational effectiveness of the Township; and;

WHEREAS, any subsequent changes to the organizational chart, roster, or job descriptions shall be brought to the Board of Trustees for formal approval, prior to implementation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. The attached Organizational Chart and Roster be formally adopted by the Board of Trustees; and
2. That 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 any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

4. That this Resolution shall be effective at the earliest date allowed by law.

Trustee_____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mrs. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this 26th day of July, 2022.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeffrey Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott Sollmann (0081467)
Colerain Township Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 26th day of July, 2022.

Jeffrey Baker
Colerain Township Fiscal Officer



POSITION TITLE Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$70,000 - \$90,000
SUPERVISES Supervisor Foreman, Administrative Asst., Facility Manager	Minimum Education: Bachelor's Degree

PURPOSE:

This position has multiple areas of responsibility: to insure that the Township Parks System and Road Infrastructure is operated efficiently and effectively; to insure that the Township's Special Events are organized and coordinated as directed by the Board of Trustees; to insure the Government Complex is maintained and operated efficiently and effectively; and to insure that all Township roadways, stormwater infrastructure, and related items are properly maintained.

SCOPE:

The Assistant Director of Public Services is responsible for the daily operations of the Public Services Department. This position is an intermediate role intended to provide the Public Services Department with leadership and direction. This role is not required to attend or present at Board of Trustee meetings.

ESSENTIALS ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Oversee the daily operations of Parks Division, Roads Division, Facility Manager and Administrative Assistant. This will include the responsibility for scheduling, evaluating and disciplining staff.
- Directly oversees the maintenance of roads, including all snow and ice removal and other road improvements that will enhance the safety and welfare of the traveling public on Township roads.
- Serve as individual responsible for insuring the township property under his/her control is maintained and improvements are made in a timely manner, including but not limited to the following tasks: ordering supplies and equipment, capital improvements - initiation and updating, and financial responsibilities associated with above.
- Maintain Colerain Township Historical Cemeteries.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Coordinate with landscaper for grounds care and maintenance.
- Ensure department employees and special events comply with all applicable safety standards.
- Serve as Township's representative for township facility improvements not under the control of specific department heads.
- Work closely with the development of the projects, including property acquisition, insuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the township and the agencies involved with property development projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township events.
- Assist Township departments with the coordination of events (i.e. parking and traffic control).
- Prepare with the assistance of the Township Administrator, appropriate financial information relative to events.



POSITION TITLE Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$70,000 - \$90,000
SUPERVISES Supervisor Foreman, Administrative Asst., Facility Manager	Minimum Education: Bachelor's Degree

- Participate in budget process; prepare department budget for inclusion in township budget; track expenditures to assure all are within budget.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all initiatives are completed and goals are met.
- Oversees the multi-year capital plan for Parks and Roads.
- Oversees the Township Accreditation process.
- Oversee ADA compliance of township buildings and parks.
- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to insure proper and efficient operations of the Colerain Township Public Services Department.

**CRITICAL SKILLS /
EXPERTISE:**

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices and techniques of road management and stormwater infrastructure maintenance.
- Ability to manage governmental facilities including HVAC maintenance.
- Ability to organize special events and supervise overall coordination of the events.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee departmental budgets.
- Able to apply for and administer grants to expand parks and special events.
- Ability to manage employees in supervisory capacity.
- Ability to oversee ADA compliance of township buildings and parks.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENT:**

A bachelor's degree in Parks and Recreation, public administration, or a related field and five years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management. Must have experience which demonstrates an understanding of basic budgeting and fund accounting. Must possess a valid Driver's License.

**PHYSICAL & MENTAL
REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.



POSITION TITLE Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	Salary Range: \$70,000 - \$90,000
SUPERVISES Supervisor Foreman, Administrative Asst., Facility Manager	Minimum Education: Bachelor's Degree

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Department	Position	Job ID #
Administration	Township Administrator	100
Administration	Assistant Township Administrator	101
Administration	Director of Finance	102
Administration	IT Director	103
Administration	Finance Specialist	104
Administration	Accounting Specialist	105
Administration	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Receptionist	169
Development	Director of Development	180
Development	Development Officer	174
Administration	Management Analyst Intern	175
Administration	Communications Specialist	181
Fire & EMS	Fire Chief	108
Fire & EMS	Assistant Fire Chief of Operations	109
Fire & EMS	Assistant Fire Chief of Administration	110
Fire & EMS	Administrative Assistant	111
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Reservist	113
Fire & EMS	Part Time Fire Safety Inspector	114
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Vehicle Fleet Manager	117
Fire & EMS	Executive Assistant	118
Fire & EMS	Fleet Mechanic Technician II	176
Fire & EMS	Fleet Mechanic Technician I	175
Fire & EMS	Part Time Fleet Mechanic Technician	119
Fire & EMS	Co-Op Fleet Mechanic Technician	120
Fire & EMS	Medical Director	121
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Captain - Emergency Medical Services	123
Fire & EMS	Captain - Community Risk Reduction	124
Fire & EMS	Captain - Training & Education	125
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126

Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
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Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Development	Zoning Administrator	179
Police	Code Enforcement Officer	133
Police	Code Enforcement Specialist	167
Police	Environmental Specialist Officer	183
Police	Police Chief	136
Police	Assistant Chief	138

Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
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Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Environmental Crimes Investigator	172
Police	Public Safety Administrative Assistant	148
Police	Civilian Supervisor	149
Police	Accreditation Manager	150
Police	Property Room Manager	151
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	School Safety Officer	153
Police	School Safety Officer	153
Police	School Safety Officer	153
Police	Police Clerk (PT)	154
Police	Police Clerk (PT)	154
Police	Chaplain	155
Public Services	Assistant Director of Public Services	184
Public Services	Event Coordinator	157
Public Services	Facility Manager	158
Public Services	Supervisor Foreman	159
Public Services	Supervisor Foreman	159
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
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Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160

Public Services	Bus Driver	161
Public Services	Event Setup Worker	162
Public Services	Event Setup Worker	162
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Director - Summer Camp	164
Public Services	Assistant Director - Summer Camp	165
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Litter Pick Up Laborer	171
Public Services	Litter Pick Up Laborer	171

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Finance Director

Strategic Plan Goal: Strategic Goal #6: Continuously Improve the Operations of the Township

Resolution Adopting Fuel Policy

Recommend ADOPTION of the Resolution.

Rationale:

The Auditor of State published an advisory memo in late 2021 regarding fuel inventory, fuel usage, and fuel cards. This policy was adapted from that advisory memo, based on feedback from the users and managers of fuel throughout the Township.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio,
met in regular session at _____ p.m., on the _____ day of _____, 2022, at the Colerain
Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the
following members present:

Cathy Ulrich, Dan Unger, Matthew Wahlert

Trustee _____ introduced the following resolution and moved its
adoption:

RESOLUTION NO. _____

RESOLUTION ADOPTING A FUEL INVENTORY AND USAGE POLICY

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township
employees and residents; and;

WHEREAS, Administration and all departments intend on following the direction set by
the Trustees; and;

WHEREAS, the attached policy has been updated to establish guidelines for fuel
inventory and usage; and;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain
Township, Hamilton County, Ohio, as follows:

1. The attached Fuel Inventory and Usage Policy be formally adopted by the Board of Trustees;
and
2. That 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 any of its committees that resulted in such formal action were
taken in meetings open to the public, in compliance with all legal requirements including
§121.22 of the Ohio Revised Code; and
3. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the
question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____

ADOPTED this _____ day of _____, 2022.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott Sollmann (0081467)
Colerain Township Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this _____ day of _____, 2022.

Jeff Baker
Colerain Township Fiscal Officer

2.14 COLERAIN TOWNSHIP FUEL INVENTORY AND USAGE POLICY

PURPOSE

This policy provides internal controls and procedures related to fuel inventory and usage and fuel card expenditures.

This policy is adapted from the Auditor of State Advisory Memo, "Fuel Inventory/Usage and Fuel Card/Account," issued September 28, 2021.

FUEL CARDS

Colerain Township does not use fuel cards. If an employee needs to buy fuel off campus due to out of town training in a Township vehicle, the employee may check out a purchasing card. If the pump and its backup on the main campus are unavailable, employees may sign out the emergency purchasing card from the Police Department. Any purchase of fuel on a purchasing card must follow the Township's policy on the use of purchasing cards. If an employee needs to buy fuel and no other option is available, the employee may use a personal credit card and submit the receipt to the Finance Department for reimbursement.

Employees traveling in private vehicles should seek reimbursement for mileage and shall not fuel their vehicles with Township resources.

RESTRICTED ACCESS

The fuel tank shall be physically secured. The Fleet Manager shall assign a numerical code to each employee, whose job requires access to the fuel tank, to activate the fuel pump. Access to the fuel pump shall be terminated immediately upon an employee's separation from the Township.

INVENTORY

It is also important to implement detection controls over fuel inventory and usage. Not only is it important to keep track of fuel inventory, but also to have an accurate inventory of government-owned vehicles and equipment.

The Fleet Manager shall create a system to document usage, including: the date, employee ID, vehicle ID, odometer reading, purpose for use, and gallons of fuel pumped. These usage logs should be reviewed regularly by the Fire Chief, Police Chief, and the Public Services Director to confirm completeness and accuracy of the logged information. The Fleet Manager should also periodically review the data, looking for trends in miles per gallon for each vehicle, usage by location, usage by department, and total fuel usage by vehicle, and number of fill-ups per day and investigate any anomalies.

Failure by any employee to properly input data when fueling a Township vehicle is grounds for progressive discipline.

The Fleet Manager shall maintain records for each vehicle, including the date placed in-service, how much fuel it holds, average miles per gallon, and the type of fuel used. This inventory should be reviewed regularly to ensure it is up-to-date and the Fire Chief, Police Chief, and Public Services Director shall perform periodic reviews. If a vehicle or piece of equipment is taken out of commission, support should be maintained to document the last date in-service.

RECONCILIATION

The Fleet Manager shall complete a monthly reconciliation that takes into account the beginning fuel level in the tank(s), plus fuel purchased (per invoices), less the fuel used (per tracking mechanism) to obtain the ending inventory amount which should then be compared to the fuel remaining in the tank to ensure all fuel is properly accounted for. This reconciliation should include a physical review of the fuel tank by the Fleet Manager. The reconciliation, including supporting documents shall be reviewed by the Fire Chief, Police Chief, and Public Services Director each month.

ADMINISTRATION

Department: Board of Trustees

Department
Director: Trustee Dan Unger

Strategic Plan Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial
Goal: Policies and Processes

Discussion of Use of Funds for One Ohio Opioid Settlement

No action is requested of the Board.

Rationale:

Trustee Unger requested a Board discussion of the future use of OneOhio Opioid Settlement funds.

CONSENT ITEMS

Department: Administration

Department Director: Jeff Weckbach, Assistant Township Administrator

Strategic Plan Goal: Strategic Goal #6: Continuously Improve the Operations of the Township

Promotion - Tawanna Molter - Assistant Director of Public Services

Rationale:

A conditional offer of employment was extended to Ms. Molter for a wage of \$36.54/hour for the Assistant Director of Public Services effective 7/27/22. Contingent on Board approval, she would serve a one year probationary period.

CONSENT ITEMS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #5: Continue to Provide High Quality Safety Services

Promotion - Full-Time Firefighter/EMT - Department of Fire and EMS

Recommend approval of all consent items.

Rationale:

The position of Firefighter/Paramedic was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual:

1. Jack Hughes

The wage for this job is \$18.20 per hour (\$50,149.00 annually) for 53 hours per week. Contingent upon Board approval, he would be eligible to begin work on August 21, 2022.

**COLERAIN TOWNSHIP
EMPLOYEE STATUS CHANGE**

EMPLOYEE PROFILE

Employee Name: Jack Hughes
Board Approved
Date: 7/26/2022

Department: Fire & EMS
Date Effective: 8/21/2022

EMPLOYMENT CHANGES

New Hire: ☐ Job Title: FT Firefighter/EMT Supervisor: Chief Allen Walls
Rehire: ☐
Part-Time: ☐ Start Date: _____ End Date: 8/20/2022
Full-Time: ☒ Start Date: 8/21/2022

CLASSIFICATION CHANGES

Change	Old Information	New Information
Transfer: ☐	Title/Dept: _____	Title/Dept: _____
Promotion: ☒	Title/Dept: <u>Part-Time Firefighter/EMT</u>	Title/Dept: <u>Full-Time Firefighter/Medic Fire</u>
Demotion: ☐	Title/Dept: _____	Title/Dept: _____
Title: ☐	Title/Dept: _____	Title/Dept: _____
Salary: ☒	Salary: <u>\$14.94 hourly</u>	Salary: <u>\$50,149.00/\$18.20</u>
Status: ☐	Status: _____	Status: _____

Other changes: _____

Lay Off: ☐ Retirement: ☐ Resignation: ☐ Termination: ☐

Items Returned: Purchasing Card ☐ Keys ☐ Badge ☐ Laptop/iPad ☐ Township Issued Gear ☐

Term Benefits: Medical ☐ Dental ☐ Vision ☐ EAP Voluntary ☐ Life ☐

Eligible for Notice of
COBRA Rights? _____ Date
Processed: _____

ADDITIONAL COMPENSATION/BENEFITS INFORMATION

Please List Any Additional Changes in Compensation or Benefits:

VERIFICATION OF CHANGES

Administrator or Director Signature: _____ Date: _____

Finance Director: _____ Date: _____ Verify Final Payout ☐