

Minutes

September 13, 2022

1. Opening of Meeting

Mr Wahlert called the meeting to order at 6:00pm.
All trustees and fiscal officer were present.

2. Executive Session 6PM

Mr Weckbach recommended the board of trustees enter into executive session in accordance with ORC section 121.22 (G)(1) to discuss the employment and compensation of public employees and also in accordance with ORC section 121.22 (G)(3) to discuss pending or eminent litigation with the township attorney and also in accordance with ORC section 121.22 (G)(4) to discuss collective bargaining discussions with public employees concerning their compensation.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes

Executive session convened at 6:02pm

Mr Wahlert called the meeting back to order at 7:00pm

All trustees and fiscal officer were present.

Mr Weckbach had nothing to report from executive session.

3. Pledge of Allegiance 7PM

All recited the Pledge of Allegiance.

4. Meditation (Moment of Silence)

5. Approval of Minutes

Mr Baker recommended approval of the minutes from the board of trustees meeting on August 9th, 2022.

Motion Mr Unger, Seconded Ms Ulrich

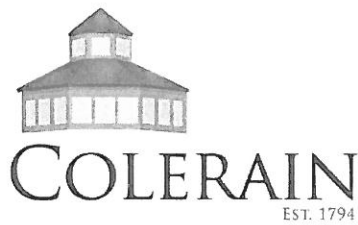
All voted Yes. Minutes approved.

Mr Baker recommended approval of the minutes from the special board of trustees meeting on August 17, 2022.

Motion Mr Unger, Seconded Ms Ulrich

All voted Yes. Minutes approved.

Mr Baker recommended approval of the minutes from the board of trustees meeting on



August 23rd, 2022.
Motion Mr Unger, Seconded Ms Ulrich
All voted Yes. Minutes approved.

6. Presentations

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

Chief Walls Introduced and administered the oath of office to Newly Promoted Full-time Firefighter/EMT, Jack Hughes.

- b. Presentation by Chief Cordie Introducing and Swearing-In Newly Hired Police Officer Cody Lee

Chief Cordie introduced and administered the oath of office to Police Officer Cody Lee.

- c. Presentation by Chief Cordie Introducing and Swearing-In Newly Hired Sergeant Michael Stockmeier

Chief Cordie introduced and administered the oath of office to Sergeant Michael Stockmeier.

- d. Presentation by Darrell Yater and Amy Wells from NWLSD on the NWLSD Facility Master Plan

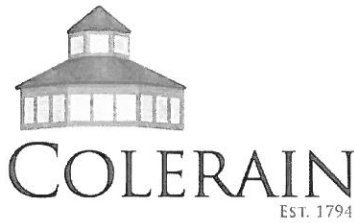
Darrell Yater and Amy Wells provided an update on the Northwest Local School Districts facility master plan.

- e. Presentation on Clean Up Colerain Program by Township Administrator Weckbach
The Clean Up Colerain program was implemented in 2021. Township Administrator Jeff Weckbach provided an update on the program to the Board of Trustees.

- f. Presentation on Strategic Plan Survey Results by Township Administrator Weckbach
Township Administrator Weckbach presented the results of the Township Strategic Plan Survey and Town Hall.

7. Citizens Address

Sharon Sligle - On September 2nd at 10:00 in the morning. My friend had to call 911 because I was knocked out. I want to thank the first responders who took good care of me. I truly appreciate it.



Thomas Paul Bryant - I want to first congratulate your new hires. I also want to commend you on your programs to help keep the community looking nice. I've been coming to the police department since May regarding a house that's running a business from the home. It's 2412 Linfork Dr. It's right on the border line. It's an eyesore and there is a number of things going wrong at this location.

Stephanie Wright - Public Safety item #10- Abatement. Since January we have 182 notices of violations. We received a bill from our vendor and 30 have been done. Public Service item A. Why does the township always choose the lowest bid? Under Administration item A. The contract with an employee. Is this going to be the new norm? Item D Waycross. There is no difference in the 2 contracts and it doesn't expire for 6 months. Regarding Mr Sollmann. I think he would be an asset to the township. Why do you think he should be an employee instead of a sub contractor.

Reginald Akers - I've been a resident for forty years here. I'm retired and Colerain is a beautiful place to me. I'm here because I got this letter about ESP Energy. I kind of disagree with it. We've all had these entities come to our house and say they can save us money.

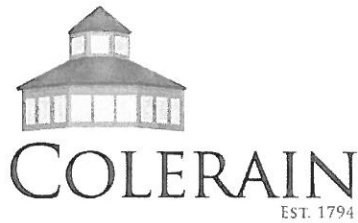
Kathy Mohr - I'd like to speak about a couple of positions in the township. I mentioned on August 23rd an employee who received an extra vacation benefit. I think the board should reconsider that benefit. Would you pay an invoice without any information? You should have the ability to require a certain amount of information on it. On Aug 9th an employee was promoted from event coordinator to assistant public services director by an approval vote of 2 trustees. On Aug 23rd, Mr Wahlert said that position was on pause for now. That position remains on the roster. What is the status of that? I was told there was no change of status. In the MOU with Waycross Media, are you aware that special meetings and CIC meetings are not included?

Chris Henson - Our annual cemetery walk will be at Bevis/Cedar Grove on the 24th from 10:00am - 2:00pm. Ms Henson also spoke about the Dean Family Cemetery located inside the Fischer Homes Magnolia Woods Subdivision. They're now selling the properties located around the cemetery. She provided pictures of the grave stones that were excavated. The developer has refused to address the issue.

A Greater Northbrook - Amanda Beckman, Lori McMullin and Connie Goff - The group spoke about the pollinator event. They thanked all those that helped. They also congratulated Jeff Weckbach and Chief Cordie. They requested making the speed tables in Northbrook permanent.

Mr Wahlert gave an update on some answers from citizens address.

8. Administrative Reports



Chief Walls - For the month of August we had 826 EMS incidents, 165 Fire incidents and 42 incident responses into Springfield Township. Average response time was 5:10 for first arrival.

Chief Cordie - For the month of August we had 4078 calls for service. That puts us at 30648 for the year. That is a 10% increase from last August. 2:58 average response time. 217 traffic stops, 5 arrests for OVI. There were 3 uses of force and 1 traffic pursuit. There were 174 physical arrests. Code enforcement handled 198 inspections, 133 complaints, closed 65 violations, 19 total property maintenance violations.

Mr Weckbach - We've completed our 2022 road paving. Total park visitors is doing well. We have an uptick at Clippard. Colerain Park is down a bit. Public works is doing a lot of pothole work. Litter laborers collected 283 bags of litter in August.

Mr Miller - Volume in development is still among record pace. In August we had 61 zoning certificates. There were 26 new single family homes. We had one case in front of zoning appeals. Dunlap Grove is having their ribbon cutting this week. Mr Miller gave an update on Culvers and Grippos as well.

9. Trustees' Report

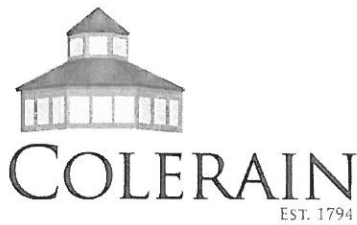
Mr Unger - September 24th is recycle day. Mr Unger responded to the citizen who talked about energy aggregation. Your gas and electric bill will be going up. I attended the town hall last week. Mr Unger spoke about being inclined to pay cash for the fire stations and not through accruing debt. Mr Unger responded to the cemetery issue at Magnolia Woods.

Ms Ulrich - Ms Ulrich responded to the Magnolia Woods cemetery issue and that she visited the cemetery and it was a pile of rubble. She mentioned she spoke with the township attorney regarding it. Ms Ulrich spoke about Germania and Vinokolet. She mentioned Donaushwaben is coming up. Ms Ulrich spoke about the zombie deer issue.

Mr Wahlert - Mr Wahlert spoke about Mr Milz exit interview. Sept 1st he met with Chief Walls regarding retention and recruitment. Since 2020 we've lost 48 part time and 22 full time employees. We've spent about \$1 Million on onboarding in the fire and police departments. As a board we need to address this constant turnover. Also met with the fire department regarding mobile community healthcare. He mentioned cutredtapeohio.gov.

10. New Business

Public Safety



a. Resolution Declaring Nuisance and Ordering Abatement

Chief Cordie recommends ADOPTION of Resolution #98-22.

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

10955 Pippin Rd 510-0034-0062-00

3715 Benhill Dr 510-0080-0210-00

2571 Highgrove Ct 510-0073-0120-00

6408 Springdale Rd 510-0350-0280-00

3636 Springdale Rd 510-0103-0262-00

7760 Cheviot Rd 510-0082-0100-00

2710 Haverknoll Dr 510-0011-0263-00

7068 Memory Ln 510-0074-0233-00

3506 Poole Rd 510-0104-0140-00

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.

Motion Mr Unger, Seconded Ms Ulrich

No Discussion:

Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes.

Resolution passed.

Public Services

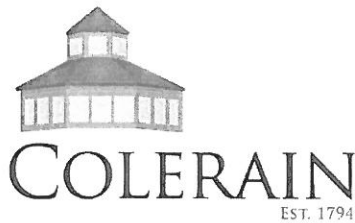
a. Motion Adopting 2023 - 2027 Road Maintenance Plan

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The roads division of the Public Services Department evaluates Township streets every few years. After each evaluation, streets are provided a Pavement Condition Index (PCI) rating that is then used to determine which roads will be repaved and in what order. Other factors, such as traffic volume, surface type, and other issues will be used to determine the order of street repaving. PCI for each street in Colerain can be found here:

<https://coleraintownshiphamiltonoh.opengov.com/data/#/45724/query=AA894EF605594EBC913FB8CB1882D866&embed=n> Attached to this agenda item is a five-year road repavement plan.

This plan shows the roads that are set to have a two-inch mill and fill. These streets will also receive new curbs and needed repairs to storm basins. The Township has approximately \$1.9M available each year for road projects. The difference in the proposed budget for each year of the plan and the \$1.9M will be allocated to Cape Sealing projects, matches on grants, and other minor roadway improvements. The plan will be reviewed annually and staff intends on adding additional streets in future years, depending on the balances available in each road fund at permanent appropriations. For example, if the Gasoline Tax Fund has a budget surplus of \$200,000 for Fiscal Year 2022, staff



recommends that additional roads be added to the plan that will cost \$200,000 for a two-inch mill and fill.

Motion - Mr Wahlert, Seconded Ms Ulrich

Discussion:

Mr Unger - Looking over there at Amarillo. One of those streets over there is almost gravel.

Mr Weckbach - Amarillo is planned to be a SKIP project. We will be applying for SKIP dollars next year for it.

All voted Yes. Motion approved.

- b. Motion Approving Maintenance Agreement with ODOT for Colerain Avenue Bus Bays

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: As part of the SORTA grant, the Township is going to construct bus bays along Colerain Avenue. This agreement with ODOT is required prior to the start of construction and obligates the Township's future maintenance responsibilities for the newly installed infrastructure.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

- c. Motion Authorizing Township Administrator to Execute Agreement for Street Trees with Custom Landscaping for \$108,780

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The Township received the below bids in response to the RFP for the installation of nearly 300 street trees in Northbrook and Groesbeck.

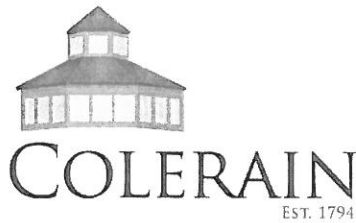
- ☐ \$160,171.25: Jeffrey Allen Corp
- ☐ \$108,780.00: Custom Landscape Contractors
- ☐ \$123,600.00: Dailey's Lawn and Landscaping
- ☐ \$172,182.50: Joe Cappel's Lawn and Landscaping
- ☐ \$137,925.00: White Oak Garden Center

Members of A Greater Northbrook and Groesbeck are currently canvassing homes in order to provide residents with an opt-out notice if they do not want a street tree. The Township has prioritized plantings in highly trafficked areas, such as major gateways into larger subdivisions and neighborhoods. There was \$180,000 budgeted for this project and the bids all came in under budget.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.



d. DISCUSSION & POTENTIAL ACTION: Results of Cleaning Services RFP

The Township requested proposals from outside vendors for cleaning services at 4160, 4200, and 4300 Springdale Roads. The Township received the attached responses from two vendors:

- ☐ Graices: \$37,311.60 / year
- ☐ Stratus: \$59,760 / year

Currently, our buildings are cleaned by internal staff that are members of the Public Services Department and members of the AFSCME Union. Their Union contract can be found here for cost comparisons:

<https://www.colerain.org/DocumentCenter/View/2198/2019---AFSCME---CBA---EXP-123122> Staff seeks direction from the Board on this issue and whether they desire to contract out this service or to continue this service in house. The employee that currently cleans these buildings is set to retire in midSeptember. As a matter of best practice, staff thought it prudent to explore alternatives and to bring those alternatives to the Board for consideration.

Discussion:

Mr Wahlert - It's my belief we should hold off on this. The concern the police have with the one vendor is that it's contracted. They aren't employees of the company.

Mr Weckbach - I understand the concern. We could run background checks on any employees.

Mr Unger - I would prefer to hold off on it. I agree to hold off on this.

e. Resolution Authorizing the Township Administrator to Execute an Agreement with the Ohio Department of Transportation for Sidewalks on Pippin Road

Mr Weckbach recommended ADOPTION of Resolution #99-22.

Rationale: In 2019, the Township was awarded dollars from the Ohio Department of Transportation to have sidewalks constructed on Pippin Road from Stout to Merritview. This project is 90% funded by the State of Ohio. As part of this project, ODOT requires the Township to enter into the attached project agreement and for the Trustees to adopt a resolution authorizing participation.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

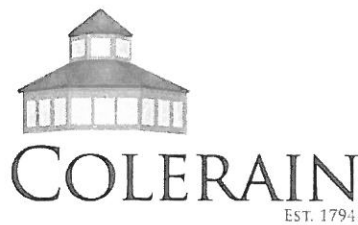
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes.

Resolution passed.

f. Motion Authorizing Township Administrator to Enter into Grant Agreement with Ohio Department of Natural Resource for Fort Colerain Phase Three

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The Township was awarded a \$400,000 grant from the Ohio Department of



Natural Resources for the completion of the Fort Colerain project. This will replace the toddler lot and make several other improvements to the area to create one large cohesive playground for all ages.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

Development

a. First Reading: Façade Improvement Program

Mr Miller discussed the details of the program.

A Façade Improvement Program in Colerain Township could help reinvigorate buildings' appearances.

Details of the plan can be found in the agenda packet on-line.

Discussion:

Ms Ulrich - Will there be staff going out to these businesses?

Mr Miller - Yes we would do outreach.

Mr Weckbach - One question would be the process. If this were a program would the board want these approvals to go through you with a vote?

Mr Wahlert - I prefer the oversight on it. I don't want to know the owner. I don't even want to know the building.

Administration

a. Motion Authorizing Township Administrator To Execute An Employment Agreement With Jeff McElravy as Finance Director

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: Mr. McElravy has served as the Director of Finance for Colerain Township since November of 2019. In his time at Colerian, Jeff has helped to modernize many facets of the Finance division, has led the Township through multiple audits, and navigated several federal funding sources from the COVID-19 pandemic. This agreement is set to run from January 1, 2023 through December 31, 2024.

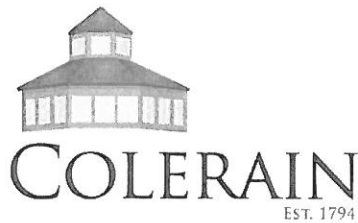
Motion Mr Unger, Seconded Ms Ulrich

No Discussion:

All voted Yes. Motion approved.

b. Resolution Authorizing the Adoption of Amended Appropriations

Mr McElravy recommended ADOPTION of Resolution #100-22.



Rationale: This Resolution increases appropriations in two funds. The first increase is in the Fund 2401 Special Assessments- Lighting Districts, by \$60,000, to \$221,504.50. The increase is necessary due to increases in energy costs. There is sufficient fund balance to cover the increase in appropriations. The second increase is in Fund 2905- TIF- Northridge, by \$300, to \$320. This increase is necessary in order to pay the portion of the TIF proceeds due to the Northwest Local School District that is not paid by the auditor. Now that the TIF is generating revenue, staff will be able to budget for these expenses in future years.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes.

Resolution passed.

- c. Motion Authorizing Township Administrator to Execute Change Order with KZF for Colerain Avenue Sidewalk Project for \$23,125

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: This project was originally approved in 2019 as part of the federal Transportation Alternatives grant. KZF was selected as the design and engineering firm for the project. Due to unanticipated delays and revisions at the request of the Ohio Department of Transportation, KZF was required to perform additional work outside of the original scope of the agreement. This change order request will cover that additional work as we continue to work toward construction of the project in 2023 and 2024. More information on the project can be found here:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/ZoZZjbt8>.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Unger - That changes it from \$166,500 to \$189,625. That's because ODOT needs that level of detail?

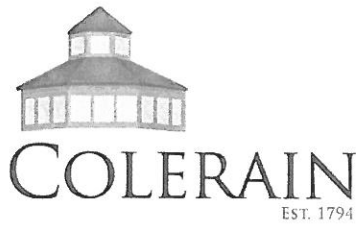
Mr Weckbach - We had to submit the stage 2 drawings several times to ODOT. They kept coming back with changes.

All voted Yes. Motion approved.

- d. Motion Authorizing Township Administrator to Execute Agreement with Waycross for Media Services for \$60,000 per year for Three Years

Mr Weckbach recommended approval of the motion. Colerain Township currently uses Waycross for various media needs. Waycross provides video coverage of Township Trustee meetings, special events in our parks, the Fourth of July Fireworks, and many other services. Waycross provides excellent customer service and high quality video production. This contract would renew the agreement with Waycross for an additional three years at \$60,000 per year.

Motion Mr Unger, Seconded Ms Ulrich



Discussion:

Mr Unger - It does mention they will cover all of our meetings that we request.

All voted Yes. Motion approved.

- e. Motion Authorizing Township Administrator to Enter into Agreement with Scott Sollmann as Law Director for \$130,000 per year for Two Years

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: Scott Sollmann currently serves as the Assistant Law Director for Colerain Township. The existing agreement with Larry Barbieri is set to expire on December 31, 2022. This agreement would be for a period of two years. There are several changes proposed in this agreement, including an increase in wages, the eligibility of Mr. Sollmann to contribute to OPERS, and the eligibility of Mr. Sollmann to participate in the Township's Health Insurance program. Under this agreement, Sarah Schlid would be named the Assistant Law Director. In exchange for these added benefits, the Township will receive up to \$25,000 in additional legal services outside of the \$130,000 annual cap for civil litigation. These dollars should help to make significant progress on zoning violations.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Unger - This will give us the resource to go after some of these real property issues in the township.

Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes

Resolution passed.

- f. Resolution Modifying Organizational Chart

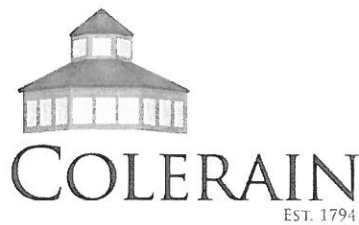
Mr Weckbach recommended ADOPTION of Resolution #101-22.

Rationale: There is a recommendation on this agenda to hire our current Receptionist as the Event Coordinator for the Township. It is best practice to evaluate the need and purpose of each role as a vacancy is created. In reviewing the job responsibilities of this role and the needs of the Administration and Development Departments, staff is recommending transitioning the "Receptionist" role to that of a "Management Analyst". This new role would be responsible for:

- ☐ All reception duties
- ☐ Permit intake (thereby assisting/alleviating some of the needs of the zoning function)
- ☐ Special assignments, such as higher level tasks in support of the strategic plan.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:



Mr Wahlert - So we're rolling 2 jobs into one. So there is a taxpayer savings.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes.
Resolution passed.

Motion to hire Debbie Ponzner as Event Coordinator \$24.04 Mr Wahlert, Seconded Ms Ulrich
No discussion:
All voted Yes. Motion approved

11. Old Business

12. Consent Items

- a. Donation Acceptance - Department of Fire and EMS - From Campbell Family - \$100.00
Kroger Gift Card

Colerain Township Department of Fire and EMS is grateful for a \$100.00 donation from the Campbell family in appreciation for excellent customer service and high quality patient care.

- b. New Hire - Accounting Specialist - Finance Department - Angela Weisenborn-
\$24.03/hour

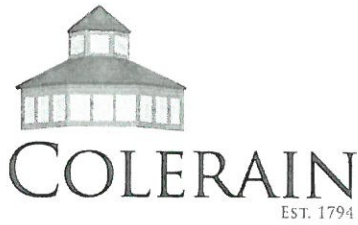
The Finance Department has an opening for an Accounting Specialist position. The position was advertised, interviews were conducted, and the recommendation from staff is that Angela Weisenborn be hired to fill that role at a salary of \$50,000/year. Upon approval, Ms. Weisenborn will be available to begin work on 9/14.

- c. New Hire - Police Officer - Police Department - Jordan Shannon - \$25.48/hour

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Jordan Shannon. The wage for this job is \$25.48 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on September 14, 2022.

- d. New Hire - School Safety Officer - Police Department - Brian Phillips - \$33.00/hour

The position of School Safety Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Brian Phillips. The wage for this job is \$33.00 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on September 15, 2022.



Mr Weckbach recommends approval of all consent items.
Motion to approve all consent items Mr Unger, Seconded Ms Ulrich
No discussion:
All voted Yes. All consent items approved.

13. Fiscal Office Report

The bank reconciliation for the month of July has been completed and has been posted on-line with an ending balance of \$35,383,815.37. I wanted to comment on Mr McElravy's contract voted on tonight. I wanted to reiterate how valuable he is.

14. Executive Session – if needed

Not needed.

15. Adjournment

Motion to adjourn Mr Unger, Seconded Ms Ulrich
All voted Yes.
Meeting adjourned at 9:53pm.

Fiscal Officer

Trustee

Trustee

Trustee