COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

Regular Meeting of the Board of Trustees - December 13

1. **Opening of Meeting**
2. **Executive Session** 6PM
3. **Pledge of Allegiance** 7PM
4. **Meditation (Moment of Silence)**
5. **Approval of Minutes**
6. **Public Hearings**
   a. Demolition of 4519 Poole Road
7. **Presentations**
   a. Letter of Recognition - Eagle Scout
   b. Presentation by Chief Walls and Eric Reifenberger - "Cans to Care"
   c. Presentation by Chief Walls - Citizen Lifesaving Award - Linda Whitt
8. **Citizens Address**
9. **Administrative Reports**
10. **Trustees' Report**
11. **New Business**

Public Safety

a. Motion to Authorize the Township Administrator to Enter into a Capital Lease-Police Cruisers
b. Resolution Declaring a Junk Motor Vehicle - 10703 Pottinger Rd.
c. Resolution Declaring a Junk Motor Vehicle - 3548 Smithfield Ln.
d. Resolution Declaring a Junk Motor Vehicle - 9997 Pippin Rd.
e. Resolution Declaring Nuisance and Ordering Abatement
f. Discussion - Flock Cameras

Public Services

a. Motion to Authorize the Release of Bids for the 2023 Road Improvement Program
b. Motion Authorizing Township Administrator to Execute Agreement with Choice One Engineer for Engineering Services for Springdale Road Sidewalks for $132,300

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c. Motion Authorizing Township Administrator to Execute Agreement with Dunlap Development, LLC for Snow and Ice Removal of Dunlap Grove Subdivision

Development

a. Discussion & Potential Action - Demolition of 4519 Poole Road

b. Motion to Appoint Members to the Zoning Commission and Board of Zoning Appeals

c. Motion to Approve Updated Zoning Department Fee Schedule

d. Motion to Approve 2023 Meeting & Submission Dates for the Zoning Commission

e. Motion to Approve 2023 Meeting & Submission Dates for the Board of Zoning Appeals

f. Motion to set a Public Hearing on January 10, 2023 for a Major Amendment to the Final Development Plan for 6401 Colerain Avenue

Administration

a. First Reading: Resolution Adopting Gift Policy

b. Motion to Set Organizational Meeting for January 3, 2023 at 6PM at 4200 Springdale Road

c. Resolution Authorizing the Adoption of Amended Appropriations

d. Motion Adopting 2023 Strategic Plan and Budget Book

e. Resolution Authorizing the Adoption of Temporary Appropriations

f. Resolution Adopting Organization Chart, Job Descriptions, and Roster

g. Motion Authorizing Township Administrator to Award Merit Based Compensation Increases not to Exceed a Total Pool of $117,822.53 across all Employees

h. Motion Authorizing the Township Administrator to Execute a Memorandum of Understanding with the Fraternal Order of Police - Gold Unit

i. Motion Authorizing the Township Administrator to Execute a Memorandum of Understanding with the Fraternal Order of Police - Blue Unit

j. Motion Authorizing the Township Administrator to Execute and Agreement with the Ohio Plan for Property and Casulty Insurance in the amount of $304,815

k. Motion Authorizing Township Administrator to Execute Bond Purchase Agreement and Related Documents in Substantially the Same Form

12. Old Business

13. Consent Items

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a. Contract - InfinityHR - Onboarding Set Up - $0
b. Contract - SPI - Homicide School Training -$0
c. New Hire - Management Analyst Intern - Development - Aaralyn Gross - $15/hour
d. New Hire - Police Officer - Police Department - James Wormald - $25.48/hour
e. New Hire - Police Officer - Police Department - Travis Studzinski - $25.48/hour
f. New Hire - Recruit - Department of Fire and EMS - $14.50 per hour.
g. New Hire - Part-Time Paramedic - Department of Fire and EMS - $15.97 per hour.
h. Promotion - Full-Time Firefighter/EMT - Department of Fire and EMS - Shane McNally - $18.20 per hour.
i. Promotion - Assistant Fire Chief - Department of Fire and EMS - Battalion Chief Shane Packer - $50.00 per hour.
j. Donation Acceptance - Administration - BND Asian Plaza
k. Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - $4,667.75
l. Donation Acceptance - Police Department - Cincinnati Moose Lodge #2 - $4,667.75

14. **Fiscal Office Report**
15. **Executive Session** – if needed
16. **Adjournment**

PUBLIC HEARINGS

Department:	Administration
Department Director:	David Miller, Director of Development
Strategic Plan Goal:	Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Demolition of 4519 Poole Road

No action is requested of the Board.

Rationale:

This building was inspected by the Colerain Township Fire Department and found to be vacant, unsafe and insecure. Its conditions are negatively impacting the adjacent properties and the health, safety and welfare of the community.

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To: From: Captain Walsh

Re: 4519 Poole Road

Date: 09/23/2022

On September 23, 2022, a site survey/inspection was conducted on the property/structure located at 4519 Poole Road to evaluate the property/structure for unsafe conditions.

The structure listed with photo has been become an attractive nuisance, unsafe and a great risk to the neighborhood. The structure is uninhabitable in its current condition and is structurally deteriorating.

In accordance with ORC Section 505.86(B), *Removal, repair or securance of insecure, unsafe buildings or structures* the Colerain Township Fire Department is declaring this property/structure as unsafe.



PRESENTATIONS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal:

Letter of Recognition - Eagle Scout

Recommend adoption of a motion to sign a letter recognizing Robert Eugene Harris' achievement of Eagle Scout.

Rationale:

The Colerain Township Board of Trustees is honored to congratulate Robert Eugene Harris for achieving the rank of Eagle Scout in the Boy Scouts of America. This is a very significant accomplishment and an honor attained by only a select few. Colerain would like to recognize Robert for this achievement.

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December 13, 2022

Eagle Scout Robert Eugene Harris
Boy Scout Troop 188, Germania Society

Dear Eagle Scout Harris,

The Colerain Township Board of Trustees is honored to congratulate you for achieving the rank of Eagle Scout in the Boy Scouts of America. This is a very significant accomplishment and an honor attained by only a select few.

In earning your Eagle Scout Badge, you have demonstrated outstanding qualities of leadership and dedication. You have earned the respect and admiration of your family, friends, and community. The experience, knowledge, and discipline you have acquired will be of immeasurable benefit to you in the years to come.

We are proud to have you as a member of our community. Your accomplishment proves that you possess the values and integrity to be a future leader, and that you will be successful in the path you choose.

Best wishes,

The Colerain Township Board of Trustees

Cathy Ulrich Trustee	Dan Unger Trustee	Matt Wahlert Trustee

Jeff Baker
Fiscal Officer

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 and Eric Reifenberger - "Cans to Care"

No action is requested of the Board.

Rationale:

Colerain Township resident and Citizens Fire Academy Alumni Eric Reifenberger will make a presentation regarding the 2022 "Cans to Care" program.

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 - Citizen Lifesaving Award - Linda Whitt

No action is requested of the Board.

Rationale:

Presentation of a Citizen Lifesaving Award to Linda Whitt in appreciation for the prompt and unselfish act of rendering aid and assistance to a fellow citizen that resulted in the saving of a human life.

PUBLIC SAFETY

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Motion to Authorize the Township Administrator to Enter into a Capital Lease- Police Cruisers

Recommend ADOPTION of the Motion.

Rationale:

As part of its ongoing fleet replacement program, the Police Department is seeking to enter into a capital lease agreement with Huntington Bank. The lease would allow the Police Department to acquire and equip eight cruisers. The cost of the cruisers and related equipment is $507,612.60. $46,012.60 of that expense is for interest over the five-year term. The annual lease payment would be $101,522.52 (the payment schedule is Exhibit B to the Equipment Schedule).

The lease functions much like a traditional car loan, except that it is for multiple vehicles, and that the initial lease payment, which is made at closing, is part of the financing. At the end of the term, the Township would retain title to the cruisers.

Jaimie Donelan
Equipment Finance Sales Coordinator-Specialist
525 Vine Street, 14th Floor
Cincinnati, OH 45202
Phone: 513-762-5190
Email: Jaimie.donelan@huntington.com
Customer Service:
HBEF.Service@huntington.com
866-329-7286

November 21, 2022

Colerain Township, Hamilton County, OH

4200 Springdale Rd.
Colerain Township, OH, 45251

Re: Colerain Township, Hamilton County, Documentation Schedule 008

Welcome and thank you for choosing Huntington Public Capital Corporation ("HPCC"). At HPCC, we are committed to service excellence and strive to provide the best products and services to fit your leasing needs.

In order to facilitate your lease, please sign and return to my attention one (1) original signed copy and one (1) emailed signed copy of the enclosed documents (listed below):

- ❑ Electronic Signatures Agreement- Please sign, print name and title
- ❑ Resolution and Declaration of Official Intent;
  - Please list the names and titles of the authorized signers followed by their signatures
  - Please have the Secretary/Clerk sign, print, title and date
- ❑ Equipment Schedule - Please sign and title;
  - Exhibit A – Description of Equipment
  - Exhibit B – Payment Schedule
- ❑ Acceptance Certificate – Please sign, title and date;
- ❑ Certificate of Authorization – Please have the Secretary/Clerk sign, print, title and date;
- ❑ Certificate of Fiscal Officer – Please sign and date;
- ❑ Escrow Agreement - Please initial paragraph 5 and then sign and title;
  - Exhibit A – Payment Request Form – Complete and Return when funds are ready to be released
- ❑ Payment Authorization Certificate - Please sign with title;
- ❑ Invoice to Customer- If paying by ACH, please fill out the appropriate information, date, and sign;
- ❑ ACH Authorization – Please complete the form in the appropriate areas, sign, print name, title, and date; and
- ❑ Form of Opinion of Counsel – Please have your counsel print out on their letterhead and sign.

U. S. PATRIOT ACT DISCLOSURE NOTICE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT
To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you is that: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents

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Additional items needed for funding:

- ❑ 8038-G – Complete and sign. Return COPY to my attention. Send ORIGINAL to the IRS at:
  Department of the Treasury
  Internal Revenue Service Center
  Ogden, UT 84201;

- ❑ Escrow fee in the amount of $500.00

Additional items needed post-close with escrow requests:

- ❑ Liability and Property Insurance certificates showing Huntington Public Capital Corporation as Lessor's Loss Payee and Additional Insured and to include those requirements set out in the Master Lease Agreement;

- ❑ Copy of MSO and/or title application evidencing a lien in favor of Huntington Public Capital Corporation;

- ❑ Vendor Invoices; and

- ❑ Disbursement Instructions (please be specific).

Please send the originals via overnight mail to Huntington Public Capital Corporation c/o The Huntington National Bank, 525 Vine Street, 14th Floor Cincinnati, OH 45202, Attn: Jaimie Donelan.

HPCC is committed to creating superior Customer experiences. Should you have any post-closing requests or questions, our Customer Service department is here to assist you. All inquiries can be sent to HBEF.Service@huntington.com or please call 866-329-7286.

Again, we appreciate your business and look forward to partnering with you for all of your banking needs.

Sincerely,

Jaimie Donelan
Sales Coordinator

U. S. PATRIOT ACT DISCLOSURE NOTICE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT
To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you is that: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents

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Huntington

ELECTRONIC SIGNATURES AGREEMENT

This Electronic Signatures Agreement ("**Agreement**") is dated **December ____, 2022** and between **Huntington Public Capital Corporation** (together with its successors and assigns, "**HPCC**") and **Colerain Township, Hamilton County, OH ("Customer")**.

1. Definitions and Interpretation.

Documents, agreements, forms, instruments, schedules, chattel paper and information (collectively, "**Documents**") that have been electronically signed and e-mailed or otherwise electronically transmitted to HPCC are collectively, "**Electronically Signed Documents**."

"**Authentication Service**" refers to services provided by DocuSign, Inc. and eOriginal, Inc. to effect a Document's electronic review, signature, completion, transmittal, storage, and related actions.

2. Electronic Signatures.

HPCC will permit Customer to electronically sign Documents subject to the terms and conditions of this Agreement. Customer understands that many of these Electronically Signed Documents will result in actions on HPCC's part, including, but not limited to, extensions of credit, loans, lease financings or other financial accommodations, or will be relied up on by HPCC in administering or servicing Customer's financing, equipment leasing and other needs. Customer hereby authorizes HPCC to act, or rely, on the Electronically Signed Documents if, in HPCC's sole opinion, HPCC believes they came from and were authorized by Customer.

The words (i) "execution," "signed," "signature," and words of like import in or associated with any Document shall be deemed to include an electronic signature, and (ii) "written," "in writing," and words of like import in or associated with any Document, shall be deemed to include electronic copies thereof, each of which shall be of the same legal effect, validity or enforceability as a paper record and/or manually executed signature to the extent and as provided for in any applicable law.

HPCC may, in its sole discretion, require manual signatures on certain Documents. Customer shall deliver to HPCC the originals of all Documents Customer manually signs promptly following Customer's execution thereof.

3. Customer Representations, Warranties and Agreements.

To induce HPCC to accept Electronically Signed Documents and to act, and/or rely, on them, Customer agrees to the following terms and conditions:

a) Customer agrees that its electronic signature on or associated with any Electronically Signed Document shall be valid and binding on Customer and that each Electronically Signed Document, when entered into, will constitute the legal, valid and binding obligation of Customer enforceable against it in accordance with the terms thereof to the same extent as if manually executed.

b) Customer will ensure that each Electronically Signed Document is executed by a person or persons duly authorized to execute such Electronically Signed Document on behalf of Customer. Customer acknowledges and agrees that HPCC may rely on this Agreement and will not be required to verify that the signatures or any other entries on any Electronically Signed Document are authentic signatures or entries. Customer will not contest or assert any claim, defense or counterclaim regarding the validity or enforceability of any electronic signature or any Electronically Signed Document based on its execution using an electronic signature.

c) Customer will, immediately on demand without setoff or counterclaim, reimburse and indemnify, defend and hold HPCC, its affiliates and the directors, officers, employees and agents of HPCC and its affiliates (collectively, the "**Indemnitees**") harmless from any damages, losses, liabilities, claims (including, but not limited to third party claims), obligations, penalties, actions, judgments, suits, costs, and/or expenses, of any kind whatsoever and howsoever caused, including, but not limited to attorneys' fees and/or expenses (collectively, "**Claims**"), paid or

suffered or incurred by, or imposed upon, any Indemnitee directly or indirectly as a result of, or in any way connected with, (i) HPCC's acceptance of, or reliance upon, the Electronically Signed Documents, (ii) HPCC's treating any Electronically Signed Document as an original of the Electronically Signed Document or the "authoritative copy" of electronic chattel paper, or (iii) HPCC's conversion of any Electronically Signed Document into a Tangible Item. Customer's indemnification obligations hereunder shall survive the termination of this Agreement.

d) Customer understands and agrees that no action of a person in the process of electronically signing, accessing, or communicating a Document, or establishing, using, or engaging an Authentication Service (including its accepting an Authentication Service's terms of service, click-thru agreement, or the like), will condition, vary, supplement, or affect the Document.

e) Customer understands that HPCC may, at any time, notify Customer that it will no longer accept, act on, or rely on Electronically Signed Documents or that this Agreement is terminated (provided that such notification or termination shall not apply with respect to any Electronically Signed Document executed prior to the effective date of such notification or termination, which shall remain in full force and effect and subject to the terms hereof).

f) Customer understands the sending and receiving of Electronically Signed Documents may be interrupted by events not within HPCC's control, such as fires, power failures, equipment malfunctions, or other causes and neither HPCC nor any Indemnitee shall be liable for any Claims in connection therewith.

g) Customer understands that some Electronically Signed Documents may constitute "electronic chattel paper" under the Uniform Commercial Code. Customer agrees that HPCC or its designee shall maintain and hold the "authoritative copy" (as defined in the Uniform Commercial Code) of such electronic chattel paper and any printed or downloaded copy thereof will be deemed a copy and shall not constitute the "authoritative copy." Customer agrees that HPCC or its designee shall have the right to convert the electronic chattel paper or other electronic Documents at any time into a paper-based Document (each, a "**Tangible Item**"). Customer agrees that each Tangible Item will be an effective, enforceable and valid document with all terms of the electronic chattel paper or other electronic Document remaining in full force and effect without modification thereto. Each Tangible Item shall be governed by the applicable provisions of the Uniform Commercial Code in effect in the jurisdiction named as providing governing law in such Tangible Item. If HPCC converts the authoritative copy of electronic chattel paper to a Tangible Item, the Tangible Item marked "Original" by HPCC shall constitute the tangible chattel paper.

4. Severability.

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision hereof.

5. Miscellaneous.

This Agreement contains the entire understanding between Customer and HPCC with respect to, and supersedes all prior agreements and understandings, if any, relating to, the subject matter hereof. No modification or amendment of this Agreement will be effective unless made in a writing signed by both parties. No failure or delay on the part of either party in exercising any power, right or remedy under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any such power, right or remedy preclude any other or further exercise thereof or the exercise of any other power, right or remedy. Section titles are for convenience of reference only and shall not be of any legal effect. This Agreement may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.

6. Notices.

All notices required under this Agreement shall be personally delivered, sent via email (if to HPCC, to HBEF.salescoordinator1@huntington.com), sent by first class mail, postage prepaid, or by overnight courier to the addresses on the signature page of this Agreement, or to such other address as a party may specify from time to time in writing. Notices shall be effective

(i) if mailed, upon the earlier of receipt or five (5) days after deposit in the U.S. mail, first class, postage prepaid, or (ii) if hand-delivered, by courier or otherwise (including telegram, lettergram or mailgram), when delivered.

7. Successors and Assigns.

This Agreement shall inure to the benefit of HPCC and its successors and assigns and shall be binding upon the successors and permitted assigns of Customer. THE RIGHTS AND OBLIGATIONS OF CUSTOMER UNDER THIS AGREEMENT MAY NOT BE ASSIGNED OR DELEGATED.

8. Governing Law; Jurisdiction.

This Agreement will be governed by, and be construed in accordance with, the laws of the State of Ohio. The parties agree that any action or proceeding arising out of or relating to this Agreement may be commenced in any state or Federal court of competent jurisdiction in the State of Ohio, and each party submits to the jurisdiction of such court.

9. WAIVER OF JURY TRIAL.

CUSTOMER AND HPCC HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH CUSTOMER AND/OR HPCC MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS AGREEMENT.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first hereinabove written.

COLERAIN TOWNSHIP, HAMILTON COUNTY, OH	**HUNTINGTON PUBLIC CAPITAL CORPORATION**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: 4200 Springdale Road Colerain Township, OH 45251	Address: c/o The Huntington National Bank 525 Vine St., 14th Floor, Cincinnati, OH 45202

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RESOLUTION AND DECLARATION OF OFFICIAL INTENT
(For "BQ" Transactions)

Lessee: **Colerain Township, Hamilton County, OH** ("**Lessee**")

Maximum Principal Amount Expected To Be Financed: $**461,600.00**

WHEREAS, the Lessee is a political subdivision of the State of **Ohio** (the "**State**") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("**Governing Body**") is authorized to purchase, lease, acquire, and to encumber, real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements including any and all exhibits thereto ("**Property Leases**") in the principal amount not exceeding the amount stated above ("**Principal Amount**") for the purpose of acquiring the property generally described below ("**Property**") and to be described more specifically in the Property Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description of Property:

Police Vehicles and Equipment

WHEREAS, Huntington Public Capital Corporation or an affiliate or related entity ("**Lessor**") is expected to act as the lessor under the Property Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Property Leases ("**Lease Purchase Proceeds**") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

Section 1. Any one of the Authorized Representatives identified below (each an "**Authorized Representative**") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Property Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Property Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Property Leases are hereby authorized.

Authorized Representatives of Lessee:

__Jeffrey McElravy_____ __Jeff Weckbach_____

_____ _____

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Property Leases on behalf of the Lessee.

Section 3. The aggregate original principal amount of the Property Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Property Leases and the Property Leases shall contain such options to purchase or prepay by the Lessee as set forth therein.

Section 4. The Lessee's obligations under the Property Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Property Lease and the Lessee's obligations under the Property Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State. In addition, the funds necessary to meet the principal and/or interest payments under the Property Leases for the current fiscal year are hereby appropriated.

Section 5. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

Section 6. As to each Property Lease, the Lessee reasonably anticipates that it and entities controlled by it will not issue more than $10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the calendar year in which each such Property Lease is issued and hereby designates each Property Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 7. This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this **December ____, 2022**

CERTIFICATION

The undersigned **Secretary/Clerk** of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

_____
Signature of Secretary/Clerk of Lessee

Print Name: Jeff Baker

Official Title: Fiscal Officer

Date: December ____, 2022

EQUIPMENT SCHEDULE No. 008,
BETWEEN COLERAIN TOWNSHIP, HAMILTON COUNTY, OH, AS LESSEE
AND HUNTINGTON PUBLIC CAPITAL CORPORATION, AS LESSOR

DATED AS OF **DECEMBER ____, 2022**

Lessor and Lessee hereby acknowledge that the Items of Equipment described in this Schedule have been delivered to, and are now in the possession of, and have been unconditionally accepted by Lessee for all purposes of the Master Lease Agreement No. **13417** dated **April 26, 2017** (the "Agreement") and that the following is a description of said items, the cost thereof, deferred interest to, termination date, the expiration date of the Lease Term with respect thereto, the Lease Payments therefor and the location thereof.

1. Equipment Description: See attached Exhibit A.

2. Amount Financed and Lease Payments:

   a. Equipment Cost: **$461,600.00**

   b. Total Lease Payments: **$507,612.60**

   Lessee shall pay Lessor **(5) Five annual** lease payments in **advance** (the "Lease Payments"), as follows (with the schedule of amortization as set forth in Exhibit B attached hereto):

No.(s).	Amount	Commencing
5	$**101,522.52**	**December 15, 2022**

3. Lease Commencement Date: **December ____, 2022**

4. Lease Termination Date: **December 15, 2026**

5. Equipment Location: **4200 Springdale Road, Colerain Township, OH 45251**

6. Legal Name of Lessee: **Colerain Township, Hamilton County, OH**

7. The Agreement is incorporated into this Equipment Schedule by reference and made a part hereof.

8. Other Provisions: other

9. Lessee acknowledges that (i) this Schedule is designated as a qualified tax-exempt obligation for purposes of Section 265(b)(3) of the Code, (ii) including this Schedule, Lessee has not designated more than $10,000,000 of obligations issued during the calendar year in which the Lease Commencement Date occurs as qualified tax obligations, and (iii) Lessee reasonably anticipates that the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Lessee or by an entity controlled by Lessee or by another entity the proceeds of which are loaned to or allocated to Lessee for purposes of section 265(b) of the Code during the calendar year in which the Lease Commencement Date occurs will not exceed $10,000,000.

[The next page is the signature page of this Equipment Schedule.]

ACCEPTED AND APPROVED as of the date stated above as a Schedule to and made a part of the Master Lease Agreement.

LESSOR:	LESSEE:
HUNTINGTON PUBLIC CAPITAL CORPORATION	**COLERAIN TOWNSHIP, HAMILTON COUNTY, OH**
By: _____	By: _____
Title: _____	Title: _____

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EXHIBIT A TO

EQUIPMENT SCHEDULE No. 008,
BETWEEN COLERAIN TOWNSHIP, HAMILTON COUNTY, OH, AS LESSEE
AND HUNTINGTON PUBLIC CAPITAL CORPORATION, AS LESSOR

DESCRIPTION OF EQUIPMENT

Police Vehicles and other essential equipment including:

(8) Eight 2023 Ford Explorer Cruisers and Equipment

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EXHIBIT B TO

EQUIPMENT SCHEDULE No. 008,
BETWEEN COLERAIN TOWNSHIP, HAMILTON COUNTY, OH, AS LESSEE
AND HUNTINGTON PUBLIC CAPITAL CORPORATION, AS LESSOR

PAYMENT SCHEDULE

Lessee's Fiscal Period: January 1 to December 31

The following Lease Payments are computed on the basis of interest at the rate of **4.9900%** per annum with interest computed on the basis of a 360-day year and twelve 30-day months:

Lease Payment Dates	Lease Payments	Interest Portion	Principal Portion	Concluding Payment*
12/15/22	$101,522.52	$0.00	$101,522.52	$360,077.48
12/15/23	$101,522.52	$17,967.86	$83,554.66	$276,522.82
12/15/24	$101,522.52	$13,798.49	$87,724.03	$188,798.79
12/15/25	$101,522.52	$9,421.06	$92,101.46	$96,697.33
12/15/26	$101,522.52	$4,825.19	$96,697.33	$0.00
Total:	**$507,612.60**	**$46,012.60**	**$461,600.00**	

*The Concluding Payment does not include any Prepayment Premium that may be applicable according to the terms set forth in the Master Lease Agreement.

Huntington

ACCEPTANCE CERTIFICATE

Huntington Public Capital Corporation, Lessor
c/o The Huntington National Bank,
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202

Ladies and Gentlemen:

In accordance with the terms of the Master Lease Agreement No. **13417** dated **April 26, 2017** between **Huntington Public Capital Corporation** ("Lessor") and the undersigned ("Lessee") (the "Agreement"), Lessee hereby certifies and represents to, and agrees with Lessor, as follows:

1. The Equipment, as described in Schedule No. **008**, between Lessor and Lessee, dated **December ____, 2022** (the "Schedule") has been delivered and installed at the Equipment Location specified therein, and accepted on the date indicated below (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk and as such the parties agree that as of the date hereof, Lessee's obligations under the Agreement, including the Schedule, are absolute, unconditional, and cannot be cancelled).

2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it has received such Equipment in good condition, and accepts same for all purposes (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk).

3. No Event of Default, as such term is defined in the Agreement, and no event which with notice or lapse of time or both, would become an Event of Default, has occurred and is continuing at the date hereof.

4. The Lease Commencement Date of the Schedule is as stated therein, and Lessee will commence Lease Payments in accordance with the terms of the Agreement and the Schedule.

5. The insurance coverage to be provided pursuant to Section 16 of the Agreement has been provided.

6. By the execution hereof, the provisions of the Agreement are incorporated into this Acceptance Certificate and the Schedule.

7. The Equipment is essential to the proper, efficient and economic operation of Lessee.

Lessee: **Colerain Township, Hamilton County, OH**

By: _____

Title: _____

Date: December ____, 2022

CERTIFICATE OF AUTHORIZATION

Date: December ____, 2022

LESSEE: **COLERAIN TOWNSHIP, HAMILTON COUNTY, OH**

LESSOR: **HUNTINGTON PUBLIC CAPITAL CORPORATION**

Reference is made to the following documents (collectively, the "Lease"): the Equipment Schedule No. **008** dated as of **December ____, 2022** together with its Master Lease Agreement No. **13417** dated as of **April 26, 2017** and all document related to said Lease by and between the above-named Lessee and the above-named Lessor.

I hereby certify to Lessor that I am the officer of Lessee with the title indicated beneath my signature below, and as such, I am authorized to execute and deliver this Certificate on behalf of Lessee in connection with the Lease between Lessor and Lessee.

I further certify: (a) that I have examined the representations and warranties made by Lessee in the Lease; and (b) that such representations and warranties remain true and correct as if made on and as of the date of this Certificate.

I further certify: (1) that attached hereto as ***Exhibit A*** is a copy of the resolutions or ordinances adopted by the governing body of Lessee or the minutes of an official meeting of the governing body of Lessee regarding the matters set forth in said minutes; (2) that the transactions contemplated by the Lease have been duly authorized by the governing body of Lessee pursuant to the resolutions, ordinances or actions set forth in said ***Exhibit A***; and (3) the resolutions or ordinances which were adopted by, or the actions taken by, the governing body of Lessee as set forth in ***Exhibit A*** are in full force and effect on the date of this Certificate and have not been modified or rescinded.

The undersigned **Secretary/Clerk** of Lessee hereby certifies and attests that the undersigned has access to the official records of the governing body of Lessee and that the undersigned is authorized to execute and deliver this Certificate.

_____
Signature of Secretary/Clerk of Lessee

Print Name: _____

Official Title: _____

Date: December ____, 2022

Attachment: Exhibit A, true and complete copy of the original authorizing resolution/ordinance/minutes

CERTIFICATE OF FISCAL OFFICER

The undersigned, Fiscal Officer of **Colerain Township, Hamilton County, OH** ("Lessee") hereby certifies that the moneys required to meet the obligations of Lessee during the current fiscal year, as provided for in the Master Lease Agreement, dated **April 26, 2017**, by and between Lessee and **Huntington Public Capital Corporation**, and the accompanying Equipment Schedule, dated **December ____, 2022**, have been lawfully appropriated by the governing body of Lessee for such purposes and are in the treasury of Lessee or in the process of collection to the credit of an appropriate fund, free from any appropriation for any other purpose and from any previous encumbrances. This Certificate is given in compliance with Section 5705.41, and to the extent applicable, Section 5705.44, Ohio Revised Code.

_____
Fiscal Officer

Dated: December ____, 2022

ESCROW AGREEMENT

This Escrow Agreement (the "**Escrow Agreement**") dated as of **June _____, 2021** and entered into among the following parties:

"**Lessor**" means: **Huntington Public Capital Corporation**, a Nevada corporation

"**Lessee**" means: **Colerain Township, Hamilton County, OH**, a body corporate and politic existing under the laws of **Ohio**

"**Escrow Agent**" means: **The Huntington National Bank**, a National Association

WITNESSETH:

1. This Escrow Agreement relates to and is hereby made a part of the Equipment Schedule No. **007** dated on or about the date hereof which incorporates the terms and conditions of Master Lease Agreement dated as of **April 26, 2017** (collectively, the "**Lease**"), between Lessor and Lessee.

2. Except as otherwise defined herein, all terms defined in the Lease shall have the same meaning for the purposes of this Escrow Agreement as in the Lease. "**Funding Expiration Date**" shall mean the date which is **eighteen (18) months** after the date of this Escrow Agreement.

3. Lessor, Lessee and Escrow Agent agree that Escrow Agent will act as sole Escrow Agent under the Lease and this Escrow Agreement, in accordance with the terms and conditions set forth in this Escrow Agreement.

4. There is hereby established in the custody of Escrow Agent a special trust fund with an account number to be designated by the Escrow Agent (the "**Acquisition Fund**") which shall be held and administered by the Escrow Agent in trust in accordance with this Escrow Agreement. The money and investments held by Escrow Agent under this Escrow Agreement are irrevocably held in trust for the benefit of Lessee and Lessor.

5. Lessor shall deposit **$282,736.40** in the Acquisition Fund. Monies held by the Escrow Agent hereunder shall be invested and reinvested by the Escrow Agent as directed by Lessee in the Corporate Trust Investment Direction and Transaction Notification Election, attached hereto as Exhibit A, until such time as a representative of Lessee shall instruct the Escrow Agent in writing to have the Escrow Funds deposited in another Qualified Investment (as defined below) maturing or subject to redemption at the option of the holder thereof prior to the date on which it is expected that such funds will be needed and in any event not later than the Funding Expiration Date. Such investments shall be held by the Escrow Agent in the Acquisition Fund and any interest earned on such investments shall be deposited in the Acquisition Fund. The Escrow Agent may act as purchaser or agent in the making or disposing of any investment. _____ **[initials of authorized signer]** By initialing the Lessee represents that it has selected the Qualified Investment option of its choosing and acknowledges that it may choose its selection for another Qualified Investment at any time.

6. "**Qualified Investments**", to the extent permitted by law, means: (i) direct general obligations of the United States of America; (ii) obligations the timely payment of the principal of and interest on which is fully and unconditionally guaranteed by the United States of America; (iii) general obligations of the agencies and instrumentalities of the United States of America; (iv) certificates of deposit, time deposits or demand deposits with any bank or savings institution, including the Escrow Agent or any affiliate thereof, provided that such certificates of deposit, time deposits or demand deposits, if not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, are fully secured by obligations described in clauses (i), (ii) , or (iii) above; or (v) repurchase agreements with any state or national bank or trust company, including the Escrow Agent or any affiliate thereof, that are secured by obligations of the type described in clauses (i), (ii) or (iii) above; provided that such collateral is free and clear of claims of third parties, that the Escrow Agent or a third party acting solely as agent for the Escrow Agent has possession of such collateral and a perfected first priority security interest in such collateral. Any money market fund (including any money market fund sponsored by the Escrow Agent or any affiliate thereof, or for which the Escrow Agent or any affiliate serves as investment manager, administrator, shareholder, servicing agent, and/or custodian or subcustodian. If any of the above-described Qualified Investments are **not** legal investments of Lessee, then Lessee shall immediately notify Escrow Agent which of said Qualified Investments are not legal investments of Lessee, and shall provide Escrow Agent with direction to invest funds in accordance with this Section 6.

7. Monies in the Acquisition Fund shall be used to pay for the cost of acquisition of the Equipment. Lessee shall send to Lessor one or more properly executed Payment Request Forms executed by Lessee, a copy of which is attached hereto as Exhibit B, together with an invoice for the cost of the acquisition of the Equipment for which payment is requested. Payment Request Forms shall be sent to Lessor via email to the following address HBEF.Service@Huntington.com. Upon proper presentation of a Payment Request Form for the invoice at Lessor's satisfaction, Lessor shall provide the Payment Request Form to Escrow Agent and payment shall be made by Escrow

Agent from the Acquisition Fund to the payee designated in the Payment Request Form for the cost of the acquisition of the Equipment specified therein. Payment Request Forms delivered to Escrow Agent after 12:00 p.m. E.S.T will be paid the following business day.

8. The Acquisition Fund shall terminate upon the earlier of: (a) the disbursement of all funds from the Acquisition Fund, (b) the Funding Expiration Date, and (c) the date on which notice is provided by Lessee to Lessor to close the Acquisition Fund (such notice may be provided by Lessee in a Payment Request Form by selecting the box which indicates the draw is the final draw to be taken under the Acquisition Fund and that the Acquisition Fund should be closed following the draw). Upon any such termination, any amount remaining in the Acquisition Fund shall, unless otherwise directed by Lessee in writing, immediately be paid as follows: **first**, to Escrow Agent for payment of all reasonable fees and expenses incurred by Escrow Agent in connection herewith as evidenced by its statement forwarded to Lessee and Lessor; and **second**, to Lessor to be applied by Lessor for benefit of Lessee as follows: (i) toward the interest portion of the Lease Payment next coming due under the Lease, (ii) toward the principal portion of the Lease Payment next coming due under the lease, and (iii) toward a partial prepayment of the principal amount remaining due under the Lease and thereupon Lessor will prepare and deliver the Lessee a revised Lease Payment schedule to the Lease that reflects such partial prepayment of principal. If lessor delivers to Escrow Agent written notice of the occurrence of an Event of Default under the Lease or of a termination of the Lease due to a non-appropriation event or non- renewal event under the Lease, then Escrow Agent shall immediately remit to Lessor the remaining balance of the Acquisition Fund.

9. Lessee hereby grants Lessor a security interest in the money and investments held by Escrow Agent under this Escrow Agreement as collateral security for the payment and performance of all of Lessee's obligations under the Lease, this Escrow Agreement and any agreement, contract or instrument related to the Lease or this Escrow Agreement. Lessee represents and warrants to Lessor that the money and investments held by Escrow Agent under this Escrow Agreement are free and clear of any Liens other than Lessor's security interests created under this Escrow Agreement. Escrow Agent hereby acknowledges that it holds the money and investments held by Escrow Agent under this Escrow Agreement subject to such security interest created by Lessee as bailee for Lessor.

10. Escrow Agent may at any time resign by giving at least 30 days written notice to Lessee and Lessor, but such resignation shall not take effect until the appointment of a successor Escrow Agent. The substitution of another bank or trust company to act as Escrow Agent under this Escrow Agreement may occur by written agreement of Lessor and Lessee. In addition, Escrow Agent may be removed at any time, with or without cause, by an instrument in writing executed by Lessor and Lessee. In the event of any resignation or removal of Escrow Agent, a successor Escrow Agent shall be appointed by an instrument in writing executed by Lessor and Lessee. Such successor escrow Agent shall indicate its acceptance of such appointment by an instrument in writing delivered to Lessor, Lessee and the predecessor Escrow Agent and thereupon such successor Escrow Agent shall, without any further act or deed, be fully vested with all the trusts, powers, rights, duties and obligations of Escrow Agent under this Escrow Agreement and the predecessor Escrow Agent shall deliver all moneys and securities held by it under this Escrow Agreement to such successor Escrow Agent.

11. Escrow Agent incurs no liability to make any disbursements pursuant to the Escrow Agreement except from funds held in the Acquisition Fund. Escrow Agent makes no representation or warranties as to the title to any Equipment or as to the performance of any obligations of Lessor or Lessee.

12. Escrow Agent shall furnish a monthly statement listing all investments to Lessor and to Lessee. Escrow Agent shall keep complete and accurate records of all money received and disbursed under this Escrow Agreement, which shall be available for inspection by Lessee or Lessor, or the agent of either of them, at any time during regular business hours.

13. Escrow Agent may: (i) act in reliance upon any writing (including email), notice, certificate, instruction, instrument (each an "**Instrument**") or signature which it, in good faith, believes to be genuine; (ii) assume the validity and accuracy of any statement or assertion contained in such an Instrument; and (iii) assume that any person purporting to give any such Instrument in connection with the provisions hereof has been duly authorized to do so. Except as expressly provided otherwise in this Escrow Agreement, the Escrow Agent shall not be liable in any manner for the sufficiency or correctness as to form of, the manner of execution of, or the validity, accuracy or authenticity of any Instrument deposited with it, nor as to the identity, authority or right of any person executing the same. Escrow Agent may consult with counsel of its own choice and shall have full and complete authorization and protection with the opinion of such counsel. Escrow Agent shall otherwise not be liable for any mistakes of facts or errors of judgment, or for any acts or omissions of any kind unless caused by Escrow Agent's gross negligence or willful misconduct.

14. Lessee shall not be required to indemnify or hold Escrow Agent harmless against liabilities arising from the Escrow Agent's execution and performance of this Escrow Agreement or Escrow Agent's following any instructions or other directions from Lessee or Lessor. However, As between Escrow Agent and Lessee, and to the extent permitted by law, Lessee shall bear the risk of loss for, shall pay directly, and shall defend Escrow Agent from any and all claims, liabilities, losses, damages, fines, penalties and expenses (including out-of pocket and incidental expenses and fees and expenses of in house or outside counsel) ("**Losses**") arising out of or in connection with (a) Escrow Agent's execution and performance of this Escrow Agreement, except to the extent and that such Losses are due to the gross negligence or willful misconduct of Escrow Agent, or (ii) Escrow Agent's following any instructions or other directions from Lessee or Lessor, except to the extent that its following any such instruction or direction is expressly forbidden by the terms hereof.

The provisions of this Section 14 shall survive the termination of this Escrow Agreement and the resignation or removal of Escrow Agent for any reason. In no event shall Escrow Agent be liable for special, indirect or consequential loss or damage of any kind whatsoever (including but not limited to lost profits), even if Escrow Agent has been advised of the likelihood of such loss or damage and regardless of the form of action.

15. Escrow Agent shall receive fees in accordance with the Fee Disclosure Statement attached hereto as Exhibit C.

16. This Escrow Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

17. In the event any court of competent jurisdiction shall hold any provisions of this Escrow Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

18. This Escrow Agreement may not be amended except by a written instrument executed by Lessor, Lessee and Escrow Agent. This Escrow Agreement may be executed in several counterparts, each of which so executed shall be an original.

19. All written notices to be given under this Escrow Agreement shall be given by mail (or email with original to follow) to the party entitled thereto at its address set forth below, or at such address as the party may provide to the other parties hereto in writing from time to time. Any such notice shall be deemed to have been received three (3) days after deposit in the United States mail, with postage fully prepaid.

20. EACH PARTY HERETO EXPRESSLY WAIVES ANY RIGHT TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION (1) ARISING UNDER THIS ESCROW AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HEREWITH, OR (2) IN ANY WAY CONNECTED WITH OR RELATED OR INCIDENTAL TO THE DEALINGS OF ANY PARTY HERETO WITH RESPECT TO THIS ESCROW AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HEREWITH, OR THE TRANSACTIONS RELATED HERETO OR THERETO, IN EACH CASE WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT OR TORT OR OTHERWISE.

IN WITNESS WHEREOF, Lessor, Lessee and Escrow Agent have caused this Escrow Agreement to be executed by their duly authorized representatives as of the date first written above.

Colerain Township, Hamilton County, OH
Lessee

By_____

Title_____

Address: 4200 Springdale Road, Colerain Township, Ohio 45251

Huntington Public Capital Corporation
Lessor

By_____

Title_____

Address: c/o The Huntington National Bank, 525 Vine Street, 14th Floor, Cincinnati, Ohio 45202

The Huntington National Bank
Escrow Agent

By: _____

Title: _____

Address: 525 Vine Street 14th Floor, Cincinnati, Ohio 45202

EXHIBIT A

CORPORATE TRUST INVESTMENT DIRECTION AND TRANSACTION NOTIFICATION ELECTION

TO: The Huntington National Bank - Corporate Trust Department
FROM: Colerain Township, Hamilton County, OH
DATE: June _____, 2021
RE: Colerain Township, Hamilton County, OH – Document Schedule 007

INVESTMENT DIRECTIVE

Until further written notice is provided, the undersigned directs The Huntington National Bank ("Trustee/Paying Agent") to invest cash funds in shares of the indicated money market fund as the sweep vehicle for all the accounts related to the above-referenced bond issue.

Description of Security

____ Federated Treasury Obligations Fund (Cusip # 60934N872)
____ Federated Government Obligations Fund (Cusip # 60934N807)
____ Morgan Stanley Institutional Liquidity Funds Government Fund (Advisory) (Cusip # 61747C608)
____ Morgan Stanley Institutional Liquidity Funds Treasury Fund (Advisory) (Cusip # 61747C590)
____ Fidelity Investments Money Market Government Portfolio (Class III) (Cusip # 316175603)
____ Fidelity Investments Money Market Treasury Portfolio (Class III) (Cusip # 316175884)

The services provided and the fees currently charged are set forth in the Prospectus which can be located by going to www.federatedinvestors.com , www.morganstanley.com or www.institutional.fidelity.com. The Huntington National Bank may be separately and additionally compensated for our services.

The current prospectus, which describes among other things, the investment risk and objectives of the money market fund, has been reviewed by the signer hereof or other representatives of the Issuer.

My signature below acknowledges the review of the current prospectus by myself or other representatives of our organization, which describes among other things, the investment risk and objectives of the money market fund and your direction to purchase the money market fund indicated.

TRANSACTION NOTIFICATION DIRECTIVE

Federal regulations require that The Huntington furnish to Clients, without any additional cost, written notification of any security transaction in their Trust Accounts. The notification must be sent within five (5) business days from the date of the transaction or from the date of receipt by The Huntington or the broker/deal confirmation.

As an alternative to a notice of each individual transaction, Clients may elect to receive this information consolidated into periodic trust statements.

Until further written notice is provided, the Issuer directs The Huntington National Bank to:

_____ not send notification of each individual security transaction. Security transaction information will be consolidated on the periodic Trust Statements provided by The Huntington National Bank which should be sent as of ____ 06/30 or _____ 12/31 or ____Fiscal Year End (_____).

OR

_____ send notification of each individual security transaction.

My signature below acknowledges the awareness of the security transaction notification requirement and that I have made the decision to receive or waive such notification as indicated.

Colerain Township, Hamilton County, OH

By: _____
Printed Name: _____
Title: _____

EXHIBIT B
PAYMENT REQUEST FORM

RE: **Colerain Township, Hamilton County, OH – Document Schedule 007**

Acquisition Fund Established By The Escrow Agreement dated as of **June _____, 2021** among Huntington Public Capital Corporation, **Colerain Township, Hamilton County, OH** and The Huntington National Bank, Escrow Agent

Sir or Madam,

A. Draw Request

As Escrow Agent for the above-referenced Acquisition Fund, you are hereby requested to pay from that Acquisition Fund to the person or corporation designated below as payee, the sum set forth below in payment of a portion of all of the cost of the acquisition of the equipment described below. The amount shown below is due and payable under the invoice of the payee with respect to the cost of the acquisition of the equipment and has not formed the basis of any prior request for payment. The equipment described below is part of all of the "Equipment" that is subject to the Lease described in the above referenced Escrow Agreement.

Amount: _____

Payee: _____

Address: _____

City, State, Zip: _____

Funds should be sent via: (check and complete one)

Wire Transfer: Bank Name: _____

ABA #: _____

Beneficiary: _____

Account #: _____

Reference Info#: _____

Check: Payee: _____

Address: _____

City, State, Zip: _____

Regular mail _____ Overnight Mail _____

Credit Account: Account Name: _____

Account No.: _____

_____By checking this box, Lessee represents to Lessor that this draw is the final draw to be taken under the Acquisition Fund and Lessee desires Lessor to close the Acquisition Fund following this draw.

A. Equipment Description and Acceptance

Lessee confirms (i) that the Equipment, further described below, on the attached invoice(s), and/or on Schedule 1 hereto, has been delivered to Lessee (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk and as such the parties agree that as of the date hereof, Lessee's obligations under the MLA, including the Escrow Agreement, are absolute, unconditional, and cannot be cancelled); (ii) that the Equipment is of the size, design, capacity and manufacture selected solely by Lessee and meets the provisions of any purchase agreements pursuant to which the Equipment has been acquired; and (iii) that Lessee irrevocably accepts said Equipment "AS-IS, WHERE-IS" for all purposes of the MLA, including the Escrow Agreement, as of the date hereof. Lessee waives any right it may have to revoke its acceptance of the Equipment.

Manufacturer	Description	Year	New/Used	Serial No	Location	Cost
					Total Equipment Cost:	
					Financed Sales/Use Tax:	**$0.00**
					Total Lease Amount:	

Colerain Township, Hamilton County, OH
Lessee

By: _____

Title: _____

Date: _____

EXHIBIT C

The Huntington National Bank
Fee Disclosure Statement

The following details the various types of fees and revenues that Huntington National Bank may receive in connection with your Corporate Trust Escrow Account. Generally, Huntington National Bank's compensation for Corporate Trust Services will take one or more of the following forms:

Flat or Transaction Based Fees
or
Money Market Fund Revenues

Our fees may consist of one or any combination of these fee types. The following is a brief explanation of these fees as they may apply to your account.

Flat or Transaction Based Fees

Huntington National Bank may charge a Flat Fee, which is a fee of a fixed dollar amount payable at the time the transaction takes place or imposed periodically throughout the Corporate Trust relationship. A Flat Fee will not vary with regard to account size. Huntington National Bank may also charge a Transaction Based Fee which is a fixed dollar fee that is charged each time Huntington National Bank is required to execute a particular transaction, service or function.

Money Market Fund Revenues

Huntington National Bank may receive compensation from any money market funds held in connection with your Corporate Trust relationship. These revenues take one of two forms:

Shareholder Servicing Payments -- Huntington National Bank may receive Shareholder Servicing Payments as compensation for providing certain services for the benefit of the Money Market Fund Company. Shareholder Services typically provided by Huntington National Bank include the maintenance of shareholder ownership records, distributing prospectuses and other shareholder information materials to investors and handling proxy voting materials. Typically Shareholder Servicing payments are paid under a Money Market Fund's 12b-1 distribution plan and impact the investment performance of the Fund by the amount of the fee. The shareholder-servicing fee payable from any money market fund is detailed in the Fund's prospectus, which will be provided to you.

Revenue Sharing Payments -- Huntington National Bank may receive revenue sharing payments from a Money Market Fund Company. These payments represent a reallocation to Huntington National Bank of a portion of the compensation payable to the fund company in connection with your account's money market fund investment. Revenue Sharing payments constitute a form of fee sharing between the fund company and Huntington National Bank and do not, as a general rule, result in any additional charge or expense in connection with a money market fund investment, are not paid under a 12b-1 plan, and do not impact the investment performance of the Fund. The amount of any revenue share, if any, payable to Huntington National Bank with respect to your account's investments is available upon request.

Any questions concerning the fee arrangements for your Corporate Trust Account may be directed to your Account Administrator.

Colerain Township, Hamilton County, OH

By: _____
Printed Name: _____
Title: _____

ESCROW AGREEMENT

This Escrow Agreement (the "**Escrow Agreement**") dated as of **December ____, 2022** and entered into among the following parties:

"**Lessor**" means: **Huntington Public Capital Corporation**, a Nevada corporation

"**Lessee**" means: **Colerain Township, Hamilton County, OH**, a body corporate and politic existing under the laws of **Ohio**

"**Escrow Agent**" means: **The Huntington National Bank**, a National Association

WITNESSETH:

1. This Escrow Agreement relates to and is hereby made a part of the Equipment Schedule No. **008** dated on or about the date hereof which incorporates the terms and conditions of Master Lease Agreement dated as of **April 26, 2017** (collectively, the "**Lease**"), between Lessor and Lessee.

2. Except as otherwise defined herein, all terms defined in the Lease shall have the same meaning for the purposes of this Escrow Agreement as in the Lease. "**Funding Expiration Date**" shall mean the date which is **eighteen (18) months** after the date of this Escrow Agreement.

3. Lessor, Lessee and Escrow Agent agree that Escrow Agent will act as sole Escrow Agent under the Lease and this Escrow Agreement, in accordance with the terms and conditions set forth in this Escrow Agreement.

4. There is hereby established in the custody of Escrow Agent a special trust fund with an account number to be designated by the Escrow Agent (the "**Acquisition Fund**") which shall be held and administered by the Escrow Agent in trust in accordance with this Escrow Agreement. The money and investments held by Escrow Agent under this Escrow Agreement are irrevocably held in trust for the benefit of Lessee and Lessor.

5. Lessor shall deposit **$461,600.00** in the Acquisition Fund. Monies held by the Escrow Agent hereunder shall be invested and reinvested by the Escrow Agent at the written direction of Lessee in Qualified Investments (as defined below) and shall reinvest the proceeds pursuant to such written direction in such Qualified Investments maturing or subject to redemption at the option of the holder thereof prior to the date on which it is expected that such funds will be needed and in any event not later than the Funding Expiration Date. In the absence of such written direction, the Escrow Agent shall invest the Acquisition Fund in shares of the money market fund described as Federated Treasury Obligations Fund (Cusip # 60934N872) until such time as a representative of Lessee shall instruct the Escrow Agent in writing to have the Escrow Funds deposited in another Qualified Investment (as defined below). The services provided and the fees currently charged by the Federated Treasury Obligations Fund are set forth in the prospectus for such fund, which can be located by going to www.federatedinvestors.com. With respect to any funds received by the Escrow Agent after one o'clock, a.m., Columbus, Ohio, time, the Escrow Agent shall not be required to invest such funds or to execute any investment instruction until the next day upon which banks in Columbus, Ohio are open for business. The investments made hereunder shall be held by the Escrow Agent in the Acquisition Fund and any income earned on such investments shall be deposited in the Acquisition Fund. The Escrow Agent may make or dispose of any and all such investments through its own investment department or that of its affiliates or subsidiaries and may charge its ordinary and customary fees for such trades. The Escrow Agent shall liquidate any investments held in order to make required disbursements under this Escrow Agreement. Additional information on Qualified Investments and/or the prospectus for such investment, if applicable, is available upon written request or by contacting Escrow Agent. The Escrow Agent shall have no responsibility or liability for any loss, cost or penalty which may result from any investment or sale of investment made pursuant to this Escrow Agreement.

6. "**Qualified Investments**", to the extent permitted by law, means: (i) direct general obligations of the United States of America; (ii) obligations the timely payment of the principle of and interest on which is fully and unconditionally guaranteed by the United States of America; (iii) general obligations of the agencies and instrumentalities of the United States of America; (iv) certificates of deposit, time deposits, trust deposits, trust accounts, other deposit products or demand deposits with any bank or savings institution, including the Escrow Agent or any affiliate thereof, provided that such certificates of deposit, time deposits, trust deposits, trust accounts, other deposit products or demand deposits, if not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, are fully secured by obligations described in clauses (i), (ii) , or (iii) above; or (v) repurchase agreements with any state or national bank or trust company, including the Escrow Agent or any affiliate thereof, that are secured by obligations of the type described in clauses (i), (ii) or (iii) above; provided that such collateral is free and clear of claims of third parties, that the Escrow Agent or a third party acting solely as agent for the Escrow Agent has possession of such collateral and a perfected first priority security interest in such collateral. Any money market fund (including any money market fund sponsored by the Escrow Agent or any affiliate thereof, or for which the Escrow Agent or any affiliate serves as investment manager, administrator, shareholder servicing agent, and/or custodian or subcustodian, notwithstanding the fact that (i) the Escrow Agent or an affiliate of the Escrow Agent receives fees from such fund for services rendered (as further described in section 15 hereof), (ii) the Escrow Agent charges and

collects fees rendered pursuant to the Lease, which fees are separate from the fees received from such funds, and (iii) services performed for such funds and pursuant to the Lease may at times duplicate those provided to such funds by the Escrow Agent or its affiliates), which fund is invested solely in obligations described in clauses (i), (ii) or (iii) above. If any of the above-described Qualified Investments are **not** legal investments of Lessee, then Lessee shall immediately notify Escrow Agent which of said Qualified Investments are not legal investments of Lessee, and shall provide Escrow Agent with written direction to invest funds in accordance with Section 5.

7. Monies in the Acquisition Fund shall be used to pay for the cost of acquisition of the Equipment. Lessee shall send to Lessor one or more properly executed Payment Request Forms executed by Lessee, a copy of which is attached hereto as Exhibit A, together with an invoice for the cost of the acquisition of the Equipment for which payment is requested. Upon proper presentation of a Payment Request Form for the invoice at Lessor's satisfaction, Lessor shall provide the Payment Request Form to Escrow Agent and payment shall be made by Escrow Agent from the Acquisition Fund to the payee designated in the Payment Request Form for the cost of the acquisition of the Equipment specified therein. Payment Request Forms delivered to Escrow Agent after 12:00 p.m. E.S.T will be paid the following business day.

8. The Acquisition Fund and this Escrow Agreement shall terminate upon the earlier of: (a) the disbursement of all funds from the Acquisition Fund, (b) the Funding Expiration Date, and (c) the date on which notice is provided by Lessee to Lessor to close the Acquisition Fund (such notice may be provided by Lessee in a Payment Request Form by selecting the box which indicates the draw is the final draw to be taken under the Acquisition Fund and that the Acquisition Fund should be closed following the draw). Upon any such termination, any amount remaining in the Acquisition Fund shall, unless otherwise directed by Lessee in writing, immediately be paid as follows: **first**, to Escrow Agent for payment of all reasonable fees and expenses incurred by Escrow Agent in connection herewith as evidenced by its statement forwarded to Lessee and Lessor; and **second**, to Lessor to be applied by Lessor for benefit of Lessee as follows: (i) toward the interest portion of the Lease Payment next coming due under the Lease, (ii) toward the principal portion of the Lease Payment next coming due under the lease, and (iii) toward a partial prepayment of the principal amount remaining due under the Lease and thereupon Lessor will prepare and deliver the Lessee a revised Lease Payment schedule to the Lease that reflects such partial prepayment of principal. If Lessor delivers to Escrow Agent written notice of the occurrence of an Event of Default under the Lease or of a termination of the Lease due to a non-appropriation event or non- renewal event under the Lease, then Escrow Agent shall immediately remit to Lessor the remaining balance of the Acquisition Fund.

9. Lessee hereby grants Lessor a security interest in the money and investments held by Escrow Agent under this Escrow Agreement as collateral security for the payment and performance of all of Lessee's obligations under the Lease, this Escrow Agreement and any agreement, contract or instrument related to the Lease or this Escrow Agreement. Lessee represents and warrants to Lessor that the money and investments held by Escrow Agent under this Escrow Agreement are free and clear of any liens other than Lessor's security interests created under this Escrow Agreement. Escrow Agent hereby acknowledges that it holds the money and investments held by Escrow Agent under this Escrow Agreement subject to such security interest created by Lessee as bailee for Lessor.

10. Escrow Agent may at any time resign by giving at least 30 days written notice to Lessee and Lessor, but such resignation shall not take effect until the appointment of a successor Escrow Agent. The substitution of another bank or trust company to act as Escrow Agent under this Escrow Agreement may occur by written agreement of Lessor and Lessee. In addition, Escrow Agent may be removed at any time, with or without cause, by an instrument in writing executed by Lessor and Lessee. In the event of any resignation or removal of Escrow Agent, a successor Escrow Agent shall be appointed by an instrument in writing executed by Lessor and Lessee. Such successor Escrow Agent shall indicate its acceptance of such appointment by an instrument in writing delivered to Lessor, Lessee and the predecessor Escrow Agent and thereupon such successor Escrow Agent shall, without any further act or deed, be fully vested with all the trusts, powers, rights, duties and obligations of Escrow Agent under this Escrow Agreement and the predecessor Escrow Agent shall, after payment of its fees, costs and expenses, deliver all moneys and securities held by it under this Escrow Agreement to such successor Escrow Agent.

11. Escrow Agent incurs no liability to make any disbursements pursuant to the Escrow Agreement except from funds held in the Acquisition Fund. Escrow Agent makes no representation or warranties as to the title to any Equipment or as to the performance of any obligations of Lessor or Lessee. No provision of this Escrow Agreement shall require the Escrow Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers.

12. Escrow Agent shall furnish a monthly statement listing all investments to Lessor and to Lessee. Escrow Agent shall keep complete and accurate records of all money received and disbursed under this Escrow Agreement, which shall be available for inspection by Lessee or Lessor, or the authorized agent of either of them, at any time during regular business hours.
Federal regulations require that Escrow Agent furnish to clients, without any additional cost, written notification of any security transaction in their trust accounts. The notification must be sent within five (5) business days from the date of the transaction or from the date of receipt by Escrow Agent or the broker/deal confirmation. As an alternative to a notice of each individual transaction, clients may elect to receive this information consolidated into periodic trust statements. Lessee directs Escrow Agent to not send notification of each individual security transaction; security transaction information will be consolidated on the periodic trust

statements provided by the Escrow Agent which shall be sent as of December 31 annually. Lessee acknowledges the awareness of the security transaction notification requirement and has made the decision to waive such notification as indicated herein, until further written notice to receive such notification is provided to Escrow Agent.

13. Escrow Agent may: (i) act in reliance upon any writing (including email), notice, certificate, instruction, instrument (each an "**Instrument**") or signature (including a signature provided by the electronic signing service DocuSign initiated by the Lessor) which it, in good faith, believes to be genuine; (ii) assume the validity and accuracy of any statement or assertion contained in such an Instrument; and (iii) assume that any person purporting to give any such Instrument in connection with the provisions hereof has been duly authorized to do so. Except as expressly provided otherwise in this Escrow Agreement, the Escrow Agent shall not be liable in any manner for the sufficiency or correctness as to the form of, the manner of execution of, or the validity, accuracy or authenticity of any Instrument deposited with it, nor as to the identity, authority or right of any person executing the same. Lessee and Lessor shall be responsible for ensuring that only authorized individuals acting on their behalf shall transmit such Instrument via email to the Escrow Agent and for treating applicable user and authorization codes, passwords and/or authentication keys with extreme care. The Escrow Agent shall not be liable for any losses, costs or expenses arising directly or indirectly from the Escrow Agent's reliance upon and compliance with such Instrument sent by email notwithstanding such directions conflict or are inconsistent with subsequent written direction. Lessee and Lessor each agree (i) to assume all risks arising out the use of email to submit directions to the Escrow Agent, including without limitation the risk of the Escrow Agent acting on unauthorized instruction, and the risk of interception and misuse by third parties; (ii) that they are fully informed of the protections and risks associated with the various methods of transmitting directions to the Escrow Agent and that there may be more secure methods of transmitting directions than the method(s) selected by it; (iii) that the security procedures (if any) to be followed in connection with its transmission of directions provide to it a commercially reasonable degree of protection in light of its particular needs and circumstances and (iv) to notify the Escrow Agent immediately upon learning of any compromise or unauthorized use of the security procedures. Escrow Agent may consult with counsel of its own choice and shall have full and complete authorization and protection with the opinion of such counsel. Escrow Agent shall otherwise not be liable for any mistakes of facts or errors of judgment, or for any acts or omissions of any kind unless caused by Escrow Agent's gross negligence or willful misconduct. In the administration of this Escrow Agreement, the Escrow Agent may execute any of its powers and perform its duties directly or through agents, custodians, nominees and attorneys and shall not be responsible for the misconduct or negligence of such agents, custodians, nominees and attorneys appointed by it with reasonable due care. The Escrow Agent shall not be obligated to perform any obligation hereunder and shall not incur any liability for the nonperformance or breach of any obligation hereunder to the extent that it is delayed in performing, unable to perform or breaches such obligation because of acts of God, war, terrorism, riots, lightning, fire, tornadoes, storms, droughts, explosions, floods, earthquakes, hurricanes, strikes, lockouts or other industrial disturbances, orders or restraints of any kind of the government of the United States of America or of the State or any of their departments, agencies, political subdivisions or officials, electrical outages, epidemics, pandemics, quarantine restrictions, hacking or cyber-attacks, or other use or infiltration of the Escrow Agent's technological infrastructure exceeding authorized access, equipment or transmission failures, or other causes reasonably beyond its control; provided that the Escrow Agent shall use commercially reasonable efforts consistent with accepted corporate trust industry practices to maintain performance without delay or resume performance as soon as reasonably practicable under the circumstances.

14. As between Escrow Agent and Lessee, and to the extent permitted by law, Lessee shall indemnify and hold Escrow Agent, its trustees, officers, employees and agents harmless from any and all claims, liabilities, losses, damages, fines, penalties and expenses (including out-of pocket and incidental expenses and fees and expenses of in-house or outside counsel) ("**Losses**") arising out of or in connection with (a) Escrow Agent's execution and performance of this Escrow Agreement, except to the extent and that such Losses are due to the gross negligence or willful misconduct of Escrow Agent, or (ii) Escrow Agent's following any instructions or other directions from Lessee or Lessor, except to the extent that its following any such instruction or direction is expressly forbidden by the terms hereof. The provisions of this Section 14 shall survive the termination of this Escrow Agreement and the resignation or removal of Escrow Agent for any reason. In no event shall Escrow Agent be liable for special, indirect or consequential loss or damage of any kind whatsoever (including but not limited to lost profits), even if Escrow Agent has been advised of the likelihood of such loss or damage and regardless of the form of action.

15. The Escrow Agent may receive various types of fees and revenues in connection with servicing the Acquisition Fund, either upfront or upon investment. The Escrow Agent may charge (i) a flat fee, a fee of a fixed dollar amount payable at the time the transaction takes place or imposed periodically throughout the relationship, and/or (ii) a transaction based fee, a fixed dollar fee that is charged each time the Escrow Agent is required to execute a particular transaction, service or function. The Escrow Agent may receive compensation from any money market funds held in connection with the relationship as (i) shareholder servicing payments, which is compensation for providing certain services for the benefit of the money market fund company, typically consisting of maintenance of shareholder ownership records, distributing prospectuses and other shareholder information materials to investors and handling proxy voting materials; paid under a money market fund's 12b-1 distribution plan and impacting the investment performance of the fund by the amount of the fee as detailed in the fund's prospectus, which will be provided to Lessee; and/or (ii) revenue sharing payments, which are payments from a money market fund company as payments that represent a reallocation to the Escrow Agent of a portion of the compensation payable to the fund company in connection with Lessee's investment which constitute a form of fee sharing between the fund company and the Escrow Agent and do not as a general rule result in any additional charge or expense in connection with a money market fund investment, are not paid under a 12b-1 plan, and do not impact the investment performance of

the fund. The amount of any revenue share payable to Escrow Agent with respect to Lessee's investments is available upon request. The Escrow Agent may be separately and additionally compensated for services. The Lessee acknowledges that the current prospectus for the money market fund, if any, the Acquisition Fund is to be invested in, describes, among other things, the investment risk and objectives of the money market fund, and it has been reviewed by the Lessee or a representative of the Lessee.

16. This Escrow Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

17. In the event any court of competent jurisdiction shall hold any provisions of this Escrow Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

18. This Escrow Agreement may not be amended except by a written instrument executed by Lessor, Lessee and Escrow Agent. This Escrow Agreement may be executed in several counterparts, each of which so executed shall be an original.

19. All written notices to be given under this Escrow Agreement shall be given by mail (or email with original to follow) to the party entitled thereto at its address set forth below, or at such address as the party may provide to the other parties hereto in writing from time to time. Any such notice shall be deemed to have been received three (3) days after deposit in the United States mail, with postage fully prepaid, provided, however, that any notice to the Escrow Agent shall not be deemed to be given until received by it .

20. EACH PARTY HERETO EXPRESSLY WAIVES ANY RIGHT TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION (1) ARISING UNDER THIS ESCROW AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HEREWITH, OR (2) IN ANY WAY CONNECTED WITH OR RELATED OR INCIDENTAL TO THE DEALINGS OF ANY PARTY HERETO WITH RESPECT TO THIS ESCROW AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HEREWITH, OR THE TRANSACTIONS RELATED HERETO OR THERETO, IN EACH CASE WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT OR TORT OR OTHERWISE.

21. The parties agree that the electronic signature (provided by the electronic signing service DocuSign initiated by the Lessor) of a party to this Escrow Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Escrow Agreement. The parties agree that any electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files.

IN WITNESS WHEREOF, Lessor, Lessee and Escrow Agent have caused this Escrow Agreement to be executed by their duly authorized representatives as of the date first written above.

Colerain Township, Hamilton County, OH
Lessee

By_____

Title_____

Address: 4200 Springdale Road, Colerain Township, Ohio 45251

Huntington Public Capital Corporation, as
Lessor

By_____

Title_____

Address: c/o The Huntington National Bank, 525 Vine Street, 14th Floor, Cincinnati, Ohio 45202

The Huntington National Bank, as
Escrow Agent

By: _____

Title: _____

Address: 525 Vine Street 14th Floor, Cincinnati, Ohio 45202

EXHIBIT A
PAYMENT REQUEST FORM

RE: **Colerain Township, Hamilton County, OH – Document Schedule 008**

Acquisition Fund Established By The Escrow Agreement dated as of **December ____, 2022** among Huntington Public Capital Corporation, **Colerain Township, Hamilton County, OH** and The Huntington National Bank, Escrow Agent

Sir or Madam,

A. Draw Request

As Escrow Agent for the above-referenced Acquisition Fund, you are hereby requested to pay from that Acquisition Fund to the person or corporation designated below as payee, the sum set forth below in payment of a portion of all of the cost of the acquisition of the equipment described below. The amount shown below is due and payable under the invoice of the payee with respect to the cost of the acquisition of the equipment and has not formed the basis of any prior request for payment. The equipment described below is part of all of the "Equipment" that is subject to the Lease described in the above referenced Escrow Agreement.

Amount: _____

Payee: _____

Address: _____

City, State, Zip: _____

Funds should be sent via: (check and complete one)

Wire Transfer: Bank Name: _____

ABA #: _____

Beneficiary: _____

Account #: _____

Reference Info#: _____

Check: Payee: _____

Address: _____

City, State, Zip: _____

Regular mail _____ Overnight Mail _____

Credit Account: Account Name: _____

Account No.: _____

_____ By checking this box, Lessee represents to Lessor that this draw is the final draw to be taken under the Acquisition Fund and Lessee desires Lessor to close the Acquisition Fund following this draw.

A. Equipment Description and Acceptance

Lessee confirms (i) that the Equipment, further described below, on the attached invoice(s), and/or on Schedule 1 hereto, has been delivered to Lessee (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk and as such the parties agree that as of the date hereof, Lessee's obligations under the Lease, including the Escrow Agreement, are absolute, unconditional, and cannot be cancelled); (ii) that the Equipment is of the size, design, capacity and manufacture selected solely by Lessee and meets the provisions of any purchase agreements pursuant to which the Equipment has been acquired; and (iii) that Lessee irrevocably accepts said Equipment "AS-IS, WHERE-IS" for all purposes of the Lease, including the Escrow Agreement, as of the date hereof. Lessee waives any right it may have to revoke its acceptance of the Equipment.

Manufacturer	Description	Year	New/Used	Serial No	Location	Cost
					Total Equipment Cost:	
					Financed Sales/Use Tax:	**$0.00**
					Total Lease Amount:	

The Lessee unconditionally agrees to indemnify and hold Lessor harmless from any and all costs, expenses, claims, fees, or damages (including reasonable attorney's fees) incurred by Lessor in connection with its acquisition of the Equipment on behalf of the Lessee hereunder, however arising; and the Lessee agrees it remains solely responsible for the delivery, shipment, installation, construction, insuring and testing of the Equipment at its own risk and expense. The Lessee agrees to reimburse Lessor for all taxes, costs and fees and expense incurred by Lessor (including reasonable attorneys' fees) in the connection with the Lease and enforcement of any of its provisions.

Colerain Township, Hamilton County, OH
Lessee

By: _____

Title: _____

Date: _____

PAYMENT AUTHORIZATION CERTIFICATE

Date: December ____, 2022

Lessee: **Colerain Township, Hamilton County, OH**

Lessor: **Huntington Public Capital Corporation**

Reference is made to the following documents (collectively, the "Lease"): the Equipment Schedule No. **008** dated as of **December ____, 2022** together with its Master Lease Agreement No. **13417** dated **April 26, 2017** and all documents related to said Lease by and between the above-named Lessee and the above-named Lessor.

Lessee hereby instructs Lessor and authorizes Lessor to disburse the proceeds of the Lease as specified below:

Amount: **$461,600.00**

Wire Transfer	Bank:	**The Huntington National Bank**
	ABA No.:	**044000024**
	Account No.:	**01891662889**
	Account Name:	**Corporate Trust Department**
	Reference:	**Colerain Township Schedule 008**
Check	Payee:	
	Address:	
	Phone:	
Credit Huntington Account	Account Name:	
	Account Number:	

By signing below, Lessee authorizes Lessor to issue checks, send wires or direct fund transfers to the payees, in the amounts, and per the instructions (if applicable) set forth above. Such payments may be made by Lessor by making advance(s) under the Lease described above. Lessee also acknowledges that it may be responsible for paying other fees directly to third parties, such as Lessor's legal counsel, and making other disbursements in connection with the lease-purchase financing transaction under the terms of the Lease documents. Lessor may rely and act on the instructions set forth herein and shall not be responsible for the use or application of the funds, and Lessee shall indemnify, defend and hold harmless Lessor from and against any and all losses, costs, expenses, fees, claims, damages, liabilities, and causes of action in any way relating to or arising from acting in accordance herewith.

IN WITNESS WHEREOF, the Lessee has caused this Payment Authorization Certificate to be executed as of the day and year first above written.

Lessee:

Colerain Township, Hamilton County, OH

By: _____

Title: _____

PAYMENT AUTHORIZATION CERTIFICATE

Date: December ____, 2022

Lessee: **Colerain Township, Hamilton County, OH**

Lessor: **Huntington Public Capital Corporation**

Reference is made to the following documents (collectively, the "Lease"): the Equipment Schedule No. **008** dated as of **December ____, 2022** together with its Master Lease Agreement No. **13417** dated **April 26, 2017** and all documents related to said Lease by and between the above-named Lessee and the above-named Lessor.

Lessee hereby instructs Lessor and authorizes Lessor to disburse the proceeds of the Lease as specified below:

Amount: **$461,600.00**

Wire Transfer	Bank:	**The Huntington National Bank**
	ABA No.:	**044000024**
	Account No.:	**01891662889**
	Account Name:	**Corporate Trust Department**
	Reference:	**Colerain Township Schedule 008**
Check	Payee:	
	Address:	
	Phone:	
Credit Huntington Account	Account Name:	
	Account Number:	

All terms defined in this section shall have the same meaning as in the Escrow Agreement. Disbursements from the above funds deposited in the Acquisition Fund shall be made in the future upon receipt by Lessor of Payment Request Forms executed by Lessee and in accordance with the Escrow Agreement. Lessee hereby instructs Lessor and authorizes Lessor to disburse the proceeds of the Acquisition Fund, with exact amounts and dates provided on future Payment Request Forms, to the following payee(s) according to the instructions below:

If instructions are not provided hereto for Acquisition Fund disbursements anticipated in the future, additional steps may be taken by Lessor prior to releasing funds, such as a callback to the authorized signer of Lessee on a recorded phone line.

By signing below, Lessee authorizes Lessor to issue checks, send wires or direct fund transfers to the payees, in the amounts, and per the instructions (if applicable) set forth above. Such payments may be made by Lessor by making advance(s) under the Lease described above. Lessee also acknowledges that it may be responsible for paying other fees directly to third parties, such as Lessor's legal counsel, and making other disbursements in connection with the lease-purchase financing transaction under the terms of the Lease documents. Lessor may rely and act on the instructions set forth herein and shall not be responsible for the use or application of the funds, and Lessee shall indemnify, defend and hold harmless Lessor from and against any and all losses, costs, expenses, fees, claims, damages, liabilities, and causes of action in any way relating to or arising from acting in accordance herewith.

IN WITNESS WHEREOF, the Lessee has caused this Payment Authorization Certificate to be executed as of the day and year first above written.

Lessee:

Colerain Township, Hamilton County, OH

By: _____

Title: _____

The Huntington National Bank
525 Vine Street 14th Floor
Cincinnati, OH 45202

INVOICE

DATE OF INVOICE 12/1/2022
INVOICE NUMBER MANUAL

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

INVOICE SUMMARY

Contract No.	Description	Amount
101-0013417-008	Escrow Fee	$500.00

IMPORTANT MESSAGES

If you have previously provided us with an ACH authorization or included one with your closing documents, this invoice will be paid via ACH pursuant to the ACH authorization, unless you notify us otherwise.

Please complete the following fields, as needed:
Contact Name for invoice/payment issues: _____
Address (for future invoices): _____
Phone Number: _____
Email: _____
Special invoicing/payment requirements: _____

IF NOT ENROLLED IN ACH AND PAYING BY CHECK, PLEASE DETACH LOWER PORTION AND RETURN WITH YOUR PAYMENT.

INVOICE DATE	INVOICE NUMBER	DUE DATE	TOTAL AMOUNT DUE
12/1/2022	MANUAL	AT CLOSING	$500.00

AMOUNT ENCLOSED	

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

THE HUNTINGTON NATIONAL BANK
EQUIPMENT FINANCE DIVISION
525 VINE ST 14TH FL
CINCINNATI OH 45202

The Huntington National Bank
525 Vine Street 14th Floor
Cincinnati, OH 45202

INVOICE

DATE OF INVOICE 12/1/2022
INVOICE NUMBER MANUAL

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

INVOICE SUMMARY

Contract No.	Description	Amount
101-0013417-008	First Payment	$101,522.52

IMPORTANT MESSAGES

If you have previously provided us with an ACH authorization or included one with your closing documents, this invoice will be paid via ACH pursuant to the ACH authorization, unless you notify us otherwise.

Please complete the following fields, as needed:
Contact Name for invoice/payment issues: _____
Address (for future invoices): _____
Phone Number: _____
Email: _____
Special invoicing/payment requirements: _____

IF NOT ENROLLED IN ACH AND PAYING BY CHECK, PLEASE DETACH LOWER PORTION AND RETURN WITH YOUR PAYMENT.

INVOICE DATE	INVOICE NUMBER	DUE DATE	TOTAL AMOUNT DUE
12/1/2022	MANUAL	12/15/2022	$101,522.52

AMOUNT ENCLOSED	

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

THE HUNTINGTON NATIONAL BANK
EQUIPMENT FINANCE DIVISION
525 VINE ST 14TH FL
CINCINNATI OH 45202

Huntington Public Capital Corporation
c/o The Huntington National Bank
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202

Date 11/21/2022

Colerain Township, Hamilton County, OH
4200 Springdale Road
Colerain Township, Ohio 45251

ACH AUTHORIZATION

Colerain Township, Hamilton County, OH ("Lessee") hereby authorizes Huntington Public Capital Corporation, by and through, The Huntington National Bank, a national banking association ("Lessor") to transfer funds from Account Number _____ from _____ (Bank Name), _____ (Routing Transit Number), for all rental payments, fees and other amounts due from time to time pursuant to that certain Master Lease Agreement No. **13417** dated **April 26, 2017** and any and all related schedules attached thereto (collectively, the "Lease"). If any account information is incomplete or inaccurate, you authorize Lessor to rely on the attached check or deposit slip to obtain the relevant information.

IF THE ACCOUNT IS NOT A HUNTINGTON ACCOUNT,
PLEASE ATTACH A VOIDED CHECK
(a deposit slip may be attached if account does not have checks)

If a payment due date falls on a non-Business Day, the transfer will take place on the next Business Day. Transfers will be made until the Lease is paid in full unless a revocation of this authorization is made in writing by the Lessee and delivered to the Lessor.

Lessee agrees to indemnify and hold Lessor harmless for any overdrafts, or if any check or withdrawal is dishonored or refused as a result of any transfer made pursuant to this authorization.

All transfer of funds pursuant to this authorization shall be evidenced on the statements normally issued by Lessor for the type of accounts affected by each transfer, it being understood and agreed that Lessor is under no obligation to issue any other receipt or advice to Lessee, or to any others, to reflect such transfer or transfers.

Lessee acknowledges and agrees that it is Lessee's responsibility to notify Lessor if Lessee's above-noted account information has changed at any time during the term of the Lease.

☐ ***Please check here if you would like future invoices mailed to you in advance of your ACH payments.***

If the above box is not checked, no invoices will be sent to Lessee.

Colerain Township, Hamilton County, OH
Lessee

By: _____

Print Name: _____

Its: _____

Date: December ____, 2022

FORM OF OPINION OF COUNSEL

Date: December ____, 2022

Colerain Township, Hamilton County, OH (Lessee)

-and-

Huntington Public Capital Corporation (Lessor)

Ladies and Gentlemen:

As legal counsel to **Colerain Township, Hamilton County, OH** ("Lessee"), we have examined (1) an executed counterpart of a certain Master Lease Agreement No. **13417** dated **April 26, 2017**, the Equipment Schedule No. **008** dated as of **December ____, 2022** and all documents executed in connection therewith (collectively, the "Agreement") by and between Huntington Public Capital Corporation ("Lessor"), as Lessor, and Lessee, which among other things provides for the lease of, sale to and purchase by Lessee of certain property described in the Agreement (the "Equipment"); (2) an executed counterpart of the ordinance or resolution of Lessee which among other things authorizes Lessee to execute the Agreement; (3) the applicable income tax regulations of the Internal Revenue Code of 1986 (the "Code"), including particularly Sections 103 and 148 of the Code and Regulations Section 1.148-2 and 1.148-8 (the "Regulations") and Sections 141 to 149, and Section 265 of the Code, (4) the representations, warranties, and covenants contained in the Agreement with Lessee (and I know of no reason for such representations, warranties, and covenants to be false or untrue, and we are assured of their veracity, and rely on such veracity in rendering the following opinions), and (5) such other opinions, documents and matters of laws as we have deemed necessary in connection with the following opinions. If applicable, the term "Agreement" as used in this opinion shall include any Escrow Agreement executed by Lessee and Lessor related to the Agreement described above.

Based on the foregoing, we are of the following opinions:

(1) Lessee is a political subdivision, duly organized and existing under the laws of the State of **Ohio** (the "State"), is a state or political subdivision as such terms are used in Section 103 of the Internal Revenue Code of 1986 (the "Code"), and is a governmental unit within the meaning of Section 148(f) of the Code;

(2) The Agreement is in registered form, within the meaning of Section 149 of the Code, is not a private activity bond as defined in Section 141 of the Code, is a qualified tax exempt obligation as the term is used in Section 265(b) of the Code, and is qualified for the exception from certain rebate requirements contained in Section 148(f) of the Code

(3) Lessee has the requisite power and authority to purchase the Equipment, to execute and deliver the Agreement, to enter into the transactions contemplated by the Agreement and to perform its obligations under the Agreement;

(4) The Agreement and other documents either attached thereto or required therein have been duly authorized, approved and executed by and on behalf of Lessee, and the Agreement is a valid and binding obligation of Lessee enforceable in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency, moratorium, reorganization or similar laws, from time to time in effect, and equitable principles;

(5) The authorization, approval and execution of the Agreement and all other proceedings of Lessee relating to the transactions contemplated thereby have been performed in accordance with all open meeting laws, public bidding laws and all other applicable state or federal laws, and no approval or consent is required from any governmental authority with respect to the entering in or performance by Lessee of the Agreement and the transactions contemplated thereby, or if any such approval is required, it has been duly obtained;

(6) There is no proceeding, pending or threatened, in any court or before an governmental authority or arbitration board or tribunal that, if adversely determined, would adversely affect the transactions contemplated by the Agreement or the security interest of Lessor or its assigns, as the case may be, in the Equipment;

(7) Lessee has sufficient moneys available to make all Lease Payments required to be paid under the Agreement during the current Fiscal Year of Lessee and such moneys have been properly budgeted and appropriated for this purpose in accordance with all applicable laws;

(8) The interest portion of the Lease Payments to be made by Lessee pursuant to the Agreement are excludible from gross income for federal income tax purposes;

(9) The Agreement is in accordance with and does not violate the usury laws of the State; and

(10) The Agreement is not an "arbitrage bond" as defined in the Code and Regulations.

It is understood and agreed that counsel for Lessor may rely on this opinion in rendering any opinion as to the exclusion from gross income for Federal income tax purposes of the interest component of payments made by Lessee to the recipient thereof pursuant to the Agreement, and may attach a copy of this opinion to their opinion.

The opinions herein are based on existing law, which is subject to change. Such opinions are further based on our knowledge of facts as of the date hereof. We assume no duty to update or supplement our opinion to reflect any facts or circumstances that may hereafter come to our attention or to reflect changes in law that may hereafter occur or become effective. Moreover, our opinion is not a guarantee or assurance of any financial or economic result.

Lessor, its assignee and any of their assigns may rely upon this opinion subject to the following: (a) we have not been engaged to act, and have not acted, as counsel to Lessor, its assignee or any of their assigns in connection with the above matters; and (b) no attorney-client relationship exists, and no attorney-client relationship has at any time existed, between us and Lessor, its assignee or any of their assigns by virtue of this opinion letter.

Respectfully submitted,

_____

By: _____

PLEASE RETYPE THE CONTENT OF THIS ON THE LETTERHEAD OF LESSEE'S COUNSEL.

INSURANCE REQUIREMENTS

A.M. Best Rating: Insurance must be with insurers with an A.M. Best or comparable agency rating of not less than "B+-".

For the Benefit of: All insurance including any endorsements should state that it is for the benefit of "Huntington Public Capital Corporation, c/o The Huntington National Bank, its parents, affiliates, successors and assigns".

Certificate Holder:

Huntington Public Capital Corporation
c/o The Huntington National Bank, its parents, affiliates, successors and assigns
c/o American Lease Insurance
707 Texas Ave, Suite 200D
College Station, TX 77840

Property Damage/Vehicle Physical Damage:

- Certificate (generally Acord 27 or 23) should reference the specific equipment being financed. This can be done by listing the actual equipment, or by specific reference to everything financed under ***Master Lease Agreement 13417***
- Property insurance and/or equivalent vehicle physical damage insurance must protect the Collateral for its full replacement value of at least the **equipment cost**.
- Huntington Public Capital Corporation c/o The Huntington National Bank and its parents, affiliates, successors and assigns shall be named loss payee on a **Lender's Loss Payable** endorsement. The repayment of Huntington's financing must be protected even if the insured fails to comply with some policy term.
- Required Insurance shall not have a deductible amount in excess of Twenty-Five Thousand Dollars ($25,000.00).

General Liability/Vehicle Liability:

- Liability insurance and/or equivalent vehicle liability insurance certificate (generally Acord 25 or 23) shall have coverage limits not less than:
  - $1,000,000 each occurrence
  - $1,000,000 personal injury
  - $1,000,000 general aggregate
  - Or, if applicable, $1,000,000 vehicle liability
- Huntington Public Capital Corporation c/o The Huntington National Bank, its parents, affiliates, successors and assigns shall be named as **Additional Insured.** Please include copy of endorsement with certificate.

Additional Policy Requirement

- Shall provide for thirty (30) days' prior written notice of cancellation, material change, or non-renewal.

Huntington Public Capital Corporation
c/o The Huntington National Bank
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202

Titling Instructions

Lien Holder
Huntington Public Capital Corporation should be listed as first Lien Holder as referenced below:

Huntington Public Capital Corporation
c/o The Huntington National Bank
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202

Mailing Address
The original title should be sent to the following address:

Huntington Public Capital Corporation
c/o The Huntington National Bank
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202
Attn: Jaimie Donelan

Contact
If you have any questions please contact:

Jaimie Donelan
513.366.3087
Jaimie.Donelan@huntington.com

PUBLIC SAFETY

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #3: Improve the Look of the Township with a Focus on Litter and Dumping

Resolution Declaring a Junk Motor Vehicle - 10703 Pottinger Rd.

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicles at the Following Property:

10703 Pottinger Rd. Cincinnati, OH 45251

1. (OH) JFZ3091, 1994, SILVER, CHEVY, S-10
2. (OH) GTW7437, 2003, WHITE, CHEVY, IMPALA
3. (OH) JKB3459, 1994, BLUE, MERCURY, GRAND MARQUIS
4. (OH) HVC5701, 1999, SILVER, MERCURY, GRAND MARQUIS

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

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-22

RESOLUTION DECLARING VEHICLE LOCATED AT 10703 Pottinger Rd. Cincinnati, OH 45251 – Parcel ID 510-0034-0222-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **10703 Pottinger Rd. Cincinnati, OH 45251 – Parcel ID 510-0034-0222-00**

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

1. The Board declares the junk motor vehicle located at **10703 Pottinger Rd. Cincinnati, OH 45251 – Parcel ID 510-0034-0222-00** to be inoperable, extensively damages, and at least three model years old:

    A. **(OH) JFZ3091, 1994, SILVER, CHEVY, S-10**
    B. **(OH) GTW7437, 2003, WHITE, CHEVY, IMPALA**
    C. **(OH) JKB3459, 1994, BLUE, MERCURY, GRAND MARQUIS**
    D. **(OH) HVC5701, 1999, SILVER, MERCURY, GRAND MARQUIS**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its

intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

    a. A general description of the vehicle to be removed;

    b. A statement the Board has determined that the vehicle is a junk motor vehicle.

    c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

    d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

    e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. 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.

8. This resolution shall take effect at the earliest period 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_____ and 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. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Asst. Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

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

PUBLIC SAFETY

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #3: Improve the Look of the Township with a Focus on Litter and Dumping

Resolution Declaring a Junk Motor Vehicle - 3548 Smithfield Ln.

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

3548 Smithfield Ln. Cincinnati, OH 45239

1. (OH) CMN1831, 1997, RED, DODGE, RAM

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

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-22

RESOLUTION DECLARING VEHICLE LOCATED AT 3548 Smithfield Ln. Cincinnati, OH 45239– Parcel ID 510-0091-0140-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **3548 Smithfield Ln. Cincinnati, OH 45239– Parcel ID 510-0091-0140-00**

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

1. The Board declares the junk motor vehicle located at **3548 Smithfield Ln. Cincinnati, OH 45239– Parcel ID 510-0091-0140-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(OH) CMN1831, 1997, RED, DODGE, RAM**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. 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.

8. This resolution shall take effect at the earliest period 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_____ and 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. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Asst. Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

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

PUBLIC SAFETY

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #3: Improve the Look of the Township with a Focus on Litter and Dumping

Resolution Declaring a Junk Motor Vehicle - 9997 Pippin Rd.

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

9997 Pippin Rd. Cincinnati, OH 45231

1. (OH) FHS7337, 2006, SILVER, TOYOTA, SIENNA

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

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-22

RESOLUTION DECLARING VEHICLE LOCATED AT 9997 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0044-0152-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **9997 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0044-0152-00**

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

1. The Board declares the junk motor vehicle located at **9997 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0044-0152-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(OH) FHS7337, 2006, SILVER, TOYOTA, SIENNA**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. 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.

8. This resolution shall take effect at the earliest period 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_____ and 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. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Asst. Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

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

PUBLIC SAFETY

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #3: Improve the Look of the Township with a Focus on Litter and Dumping

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:

8228 Chesswood Dr.	510-0090-0153-00
8656 Cranfield Dr.	510-0064-0184-00
2566 Merrittview Ln.	510-0032-0434-00
2920 Jackfrost Way.	510-0042-0244-00
7490 Pippin Rd.	510-0072-0390-00
2582 Retford Dr.	510-0011-0433-00
3441 Ringwood Ln.	510-0090-0216-00
8353 Royal Heights Dr.	510-0061-0134-00
12120 Stone Mill Ln.	510-0280-0054-00

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 ____ day of _____, 2022, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ 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:

Address	Book-Page-Parcel No.
8228 Chesswood Dr.	510-0090-0153-00
8656 Cranfield Dr.	510-0064-0184-00
2566 Merrittview Ln.	510-0032-0434-00
2920 Jackfrost Way.	510-0042-0244-00
7490 Pippin Rd.	510-0072-0390-00
2582 Retford Dr.	510-0011-0433-00
3441 Ringwood Ln.	510-0090-0216-00
8353 Royal Heights Dr.	510-0061-0134-00
12120 Stone Mill Ln.	510-0280-0054-00

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.

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.

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 ____ 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. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Asst. Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

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

PUBLIC SAFETY

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Discussion - Flock Cameras

No action is requested of the Board.

Rationale:

Numerous department's throughout the area are purchasing Flock LPR Cameras Systems. Due to recent news articles, privacy concerns have come into question. Chief Cordie will lead a discussion on the Flock LPR program projected for possible purchase in 2023.

PUBLIC SERVICES

Department:	Administration
Department Director:	Tiphanie Mays, Assistant Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Motion to Authorize the Release of Bids for the 2023 Road Improvement Program

Recommend ADOPTION of the Motion.

Rationale:

Township staff is proposing that all streets listed on the 2023 Road Program receive a minimum of a one and three fourths-inch mill of the current surface, proof rolled, filled with new asphalt and finished with an asphalt rejuvenating agent called "Reclamite". This is consistent with past practice and the total depth of mill and fill will vary slightly in different areas of each street. This project will also include either a replacement or rehabilitation of identified curbs, gutters, storm pipes and catch basins that have deteriorated over time. The scope of this project includes the following streets:

- Autumnridge Dr
- Butterwick Dr
- Erin Dr
- Gila Ct
- Jillmarie Dr
- Klondike Ct
- Menominee Dr
- Newmarket Dr
- Penarth Dr
- Renetta Dr
- Tripoli Dr
- Westerly Dr
- Wilson Ave

The bid will be advertised on December 21 and 28, 2022 and January 4, 2023. All bids will be accepted through the Bid Express software system through January 13, 2023. The final contract is anticipated to be awarded at the first Trustee meeting in February 2023.

COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

LEGAL NOTICE

Sealed electronic bids will be accepted thru Bid Express until **__10:00AM__ __local time on January 13, 2023** for all labor, materials, and equipment necessary to complete the project known as **Road Contract 23-1 Improvements** and at said time will be opened and apparent winner posted.

Copies of the Plans, Specifications and Contract Documents may be obtained at the Colerain Townships Website Colerain.org or at
https://www.bidexpress.com/businesses/45266/home?agency=true
No Paper Bids will be accepted.

Each bidder is required to furnish with its proposal, a Bid Guarantee and Contract Bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security, furnished in Bond form, shall be issued by a surety company or corporation licensed in the State of Ohio in the full amount of one hundred percent (100%) of the bid amount. A 100% satisfactory performance and payment bond shall be required of the successful bidder.

All bidders must comply with the prevailing wage rates on Public Improvements in Hamilton County and Colerain Township as determined by the Ohio Department of Commerce, Bureau of Wage & Hour Administration.

Colerain Township reserves the right to waive irregularities and to reject any or all bids or to accept or reject any part thereof.

Date Published 12/14/22

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HAMILTON COUNTY, OHIO
COLERAIN TOWNSHIP
SPECIFICATIONS AND CONTRACT
FOR
CONTRACT 23-1 ROAD IMPROVEMENTS

Furnishing all necessary labor, material, and equipment necessary for work which includes such work as full and partial depth repair, rotomilling, storm, sanitary sewer and water valve adjustments, curb repair, curb ramps, catch basin rehabilitation, reconstruction and grade adjustment and resurfacing. on various Township streets located in Colerain Township, Hamilton County, Ohio. All work to conform to the State of Ohio Department of Transportation "Construction and Material Specifications" dated January 15, 2016 with supplement of changes thereto, specifications herein and notes on the plans.

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO

Date of Completion: Resurfacing and Related - November 1, 2023

PART I NOTICE TO BIDDERS

OFFICE OF THE COLERAIN TOWNSHIP BOARD OF TRUSTEES HAMILTON COUNTY, Colerain Township, Ohio,

SEALED PROPOSALS will be received at thru Online Bidding Site Bid Express

In accordance with the estimates and specifications therefore on file in the Office of the PUBLIC SERVICES DIRECTOR of said Township.

Detailed information for the work may be obtained at the Office of the PUBLIC SERVICES DIRECTOR.

Each proposal must be accompanied by a 100 percent (100%) bid guarantee bond or a certified check, cashier's check, or letter of credit on a solvent bank in an amount equal to 10 percent (10%) of the bid, conditioned that the bidder shall, if their bid is accepted, execute a contract in conformity to the invitation and their bid.

This notice shall serve as a reminder to all bidders that when bidders discover plan or quantity errors, the bidders have an affirmative legal duty to notify Colerain Township Public Services Department of those errors. To attempt to take advantage of plan or quantity errors either by unbalancing your bid or otherwise is wrong and will place your bid in jeopardy.

When an error is discovered, the bidders are required to contact the Colerain Township Public Services Department at 4160 Springdale Road at 513-385-7502. All telephone calls and letters are logged. The information received from the bidders is evaluated to determine whether or not an addendum is necessary.

The competitive bid letting process requires your cooperation in this matter in order to protect both Colerain Township and the participants in the bid letting process.

The bidder to whom the contract is awarded will be required to furnish a Corporate Surety Company Bond in a sum equal to 100 percent (100%) of the total bid price, conditioned according to law.

The BOARD OF TRUSTEES reserve the right to reject any or all bids, or to accept or reject any part thereof.

PART II INFORMATION FOR BIDDERS

Section A. Definitions

As used in this document, the following words shall have the meanings shown:

Bid Tabulation shall mean Part V, which shows the estimated quantities of the various items of work involved in this project and is the form which the Bidder shall use to develop a price for performing the required work.

Bidder shall mean any person, partnership, or corporation that contemplates submitting, or actually submits a Proposal for doing the work described in the Notice to Bidders (Part I).

Contract shall mean the Proposal which is accepted and signed by the Township and the Bidder judged to have submitted the Proposal most advantageous to the Township.

Contractor shall mean the Bidder with whom the Township signs the Contract in Part III.

Plans shall mean the surveys, plans, cross-sections, and other drawings and estimates prepared to define the project under consideration.

Proposal shall mean this complete document plus the information supplied by the Bidder on the forms in Part III, IV, V.

Public Services Director shall mean the Colerain Township Public Services Director and/or any of their duly appointed representatives.

Road Improvements include such work as full and partial depth repair, rotomilling, storm, sanitary sewer and water valve adjustments, curb repair, curb ramps, catch basin rehabilitation, reconstruction and grade adjustment and resurfacing.

Specifications shall mean all of the following: (a) State of Ohio Department of Transportation Construction and Material Specifications (O.D.O.T. C.& M. S.) dated **January 15, 2016**, (b) the Special Provisions listed in Part II, Section C, © the standard drawings called for in the Plans, and (d) those Directives of the State of Ohio Department of Transportation which are called out in the Special Provisions.

Township shall mean the Board of Trustees of Colerain Township, Hamilton County, Ohio.

Section B. Events Prior to Opening Proposals

1. Each page of this document is a part of the Contract which will be entered into between the Township and the successful Bidder. The entire document, complete with all of the forms in Part III filled out by the Bidder, must be enclosed in a **sealed envelope** with Project and Bidder identification shown on the outside and turned in to the Public Services Building, 4160 Springdale Road, Colerain Township, Ohio 45251, by the deadline specified in the Notice to Bidders (Part I). Any Proposal which is submitted late, incomplete, or damaged or tampered with in any way shall be declared invalid.

2. The Bidder shall become thoroughly familiar with the Plans, Specifications, Bid Tabulation, Site Conditions and all other requirements noted on the Plans and in the Special Provisions. The conditions of O.D.O.T. C. & M. S., Section 102.05 shall apply hereto.

3. If the Bidder does not understand any aspect of the Plans, Specifications, Bid Tabulations, or site conditions of the project, the Bidder shall submit a written request to the Public Services Director for clarification. If the Public Services Director determines that the question(s) is not substantive, no further action on their part will be taken.

4. If the Public Services Director determines that the question(s) raised as per Section B-3 above are substantive and could affect the bidding process, they shall prepare a written response, which shall become an Addendum to this document and a copy shall be sent to all persons or organizations who purchased a set of the project documents.

5. The Bidder shall be required to base all labor prices on prevailing wages and benefits for all classes of workers, as described under Labor Costs and Reports, (Part II, Section E). This requirement shall also apply to every Subcontractor who may be employed.

6. The engineers estimate of the total cost of this project is shown on the Bid Tabulation (Part V). If the price of the Proposal judged to be lowest and best exceeds this estimated cost by more than 10 percent (10%), all of the Proposals shall be rejected.

7. If any of the following forms are not filled out completely and properly by the Bidder, the Proposal may be declared invalid:

a) The Bidder shall fill out, and have notarized, the affidavits relating to ownership of the company submitting the Proposal, conflict of interest, collusion, compliance with equal opportunities regulations, and payment of personal property taxes which are included with Part III, Section A.

b) The Bidder shall submit a Bid Bond as specified under Financial Arrangements and Insurance (Part II, Section D), together with a Surety Certification of right to operate in the State of Ohio.

c) The Bidder shall develop the Proposal price for this project on the Bid Tabulation form in Part V in accord with instructions under Preparation of Proposal Price (Part II, Section F).

8. A time limit has been set for completion of this project, as specified in this proposal. If the project is not completed within the specified time, and no provision has been made for an extension of time under Contingencies (Part II, Section G), the Contractor shall be subject to the penalties specified under Special Provisions (Part II, Section C).

9. The Bidder who submits the Proposal judged to be lowest and best must be prepared to take the following steps:

(a) Demonstrate the ability to carry out the project in a satisfactory manner.

(b) Meet the bonding and insurance requirements specified under Financial Arrangements and Insurance (Part II, Section D).

(c) Perform a minimum of 50% of the project work with their/their company personnel.

(d) Identify any Subcontractor(s) that may be used on the project. Such Subcontractor(s) must be acceptable to the Public Services Director, must sign all of the affidavits required of the Contractor prior to performing any work on the project, and must comply with all of the requirements under Labor Costs and Reports (Part II, Section E).

Section C. Special Provisions and/or General Notes

The Contractor shall be subject to the penalties specified under the Ohio Revised Code (O.R.C.), Section 5555.67 and/or as provided below.

Detailed information unique to this project including special requirements is listed under "GENERAL NOTES AND SUPPLEMENTAL SPECIFICATIONS" immediately following this page.

SPECIAL PROVISIONS AND/OR GENERAL NOTES
2023 ROAD CONTRACT

Under this contract the successful bidder shall furnish all labor, materials and equipment necessary for performing and completing the required improvements as stipulated in the plans and specifications.

All work to conform to the Ohio Department of Transportation's (ODOT) Construction and Materials Specifications (C&MS) dated **January 15, 2016** with supplements or changes thereto, which are adopted and made a part of these contract documents **EXCEPT** for the following sections:

102.01	102.03	102.06	102.09	102.10	102.11
102.14					
103.01	103.02	103.04	103.06	103.07	
104.02					
105.05	105.13				
107.04	107.13				
108.01	108.08	108.09			
109.06	109.09	109.10	109.12 (A)	109.12 (B)	109.12 (C)
109.12 (D)	109.12 (E)				

It is intended that the specifications governing this project; any bidding requirements and conditions; any ODOT specifications or references to the Ohio Revised code as set forth herein; and any attachment(s) or documents incorporated by reference herein be construed harmoniously wherever possible in order to carry out the full intent and purposes of the Township with respect to this project. But if there is a conflict or inconsistency between any provision(s) of the ODOT specifications or references to the Ohio Revised Code and those contained herein, the provision(s) granting greater rights or remedies to the County, or imposing the greater duty, standard, responsibility or obligation on the Contractor shall govern.

DELAYS AND TIME EXTENSIONS

The provisions of the C&MS Section 109.05 (D) (f) "Home Office Overhead" will **NOT** apply to this project.

If the Contractor is delayed in the progress of the work by causes reasonably beyond the Contractor's control and through no fault of the Contractor and the proximate cause of the delay is the County's actions or inactions, within the meaning of ORC §4113.62(C)(2), the Contractor shall be entitled to a reasonable time extension and to a reasonable increase in the original contract amount for extended field general conditions as agreed to by the County.

In addition, home office overhead shall be allowable pursuant only to the Eichleay formula as applied by the Courts of Ohio. Such unabsorbed home office overhead shall only be allowed if the cumulative delay to the critical path in question exceeds fourteen (14) days. The extension of time, increase in the original contract amount for extended field general conditions and the damages as determined by the Eichleay formula shall be the Contractor's sole remedy and measure of "delay damages" under this Contract.

The Contractor agrees that the Contractor shall not be entitled to any additional compensation for any other damages allegedly arising out of or relating to the delay(s) in question, including but not limited to, any additional fees, costs of acceleration, consequential damages, loss of efficiency, loss of productivity, lost opportunity costs, impact damages, lost profits or other similar remuneration

INSURANCE REQUIREMENTS

The Contractor's attention is specifically directed to the requirements for submitting proof of insurance contained in the pertinent bid documents. As required in the referred section, the Contractor MUST submit "two certified copies of the required insurance policy/policies"; this shall be construed to mean ONE CERTIFIED copy of the FULL insurance policy and ONE CERTIFIED CERTIFICATE indicating the insurance coverage.

The Contractor's submittal of a bid indicates that the above requirements will be met at the time of contract signing.

STEEL REQUIREMENTS

Domestic steel use requirements as specified in Section 153.011 of the Ohio Revised Code (ORC) apply to this project.

PRE-CONSTRUCTION MEETING

Prior to the commencement of construction activities, the Public Services Director will arrange a meeting between the Contractor, the representatives of the Township, and the representatives of each of the utility companies. The time, date and location of said meeting will be determined after the awarding of the contract and the parties will be notified by the Public Services Director.

SCHEDULE

A detailed schedule of operations shall be furnished by the Contractor to the Public Services Director. The schedule shall be submitted to the Public Services Director at the pre-construction meeting and shall list the order of operations, the time frame for the completion of each operation, and, where applicable, the location of each operation. The schedule must be approved by the Public Services Director, or be revised to the satisfaction of the Public Services Director, prior to the commencement of any work.

Changes to said schedule are to be issued in writing by the Contractor and approved by the Public Services Director before operations are changed or rescheduled. Should the construction activities fall behind the schedule by more than one (1) month due to any reason, the Contractor will, at the request of the Public Services Director, revise and update the schedule.

The Contractor shall schedule their operations so that the improved areas have had sufficient time to cure, set and/or harden before the area is opened to traffic or use.

The Contractor may schedule their work in any order wished, with respect to daily time restriction as noted herein.

DUMP SITE LOCATIONS

At the preconstruction meeting the contractor shall submit a list to the Public Services Director of all dump site locations approved by Hamilton County that will be used during the project. The dump site locations must be approved by the Public Services Director.

PENALTIES

Should the Contractor not complete all work within the time attached, the Public Services Director shall keep a record of all expenditures for inspection, supervision, engineering and Public Services after the end of the allotted time, and shall deduct that amount from the final payment. This penalty shall not apply to time extensions, granted in writing by the Public Services Director, for good cause.

LIST OF EQUIPMENT TO BE USED ON PROJECT

The Contractor shall furnish a list of all equipment to be used on this project to the Public Services Director at the time of the pre-construction meeting. Additional equipment, brought on the job site after beginning of the work, shall be noted in writing by the Contractor to the Public Services Director as an amendment to the list.

Equipment noted on the original or amended lists which is removed from the job site shall also be noted in writing by the Contractor to the Public Services Director as an amendment to the list.

PERMITS

The Contractor shall procure all permits and pay all charges and fees as may be found necessary and required by any and all pertinent jurisdictions.

RESPONSIBILITY

It shall be the responsibility of the Contractor to perform their work in such a manner so as not to damage or destroy any existing feature (i.e. existing inlets, conduits, pavement markings etc.) which is not marked for replacement or removal. If any such damage does occur due to the operations of the Contractor, they shall replace or repair the damaged portion at their expense to the satisfaction of the Public Services Director.

The Contractor shall exercise due care during construction so as not to destroy any trees, plants, shrubs or structures outside of the indicated work limits and those not specifically marked for removal or relocation within the work limits.

In some cases, the Contractor may be required to excavate under and around the existing utilities. Extreme care should be taken not to damage the utility during this operation. The Contractor shall be responsible for all damages to utilities during construction and shall receive no compensation for repairing damaged utilities which have been properly identified.

PROTECTION OF AREAS OUTSIDE OF WORK LIMITS

The Contractor shall be responsible for the protection of areas outside of the designated work limits, but which may be adjacent to those work limits. This will include those areas used by construction traffic for access to and from the work areas.

Where the Public Services Director determines that the Contractor's operations have been responsible for damage to areas outside of the work limits, the Contractor shall be responsible for the repair of the area subject to the approval of the Public Services Director. No additional compensation will be due to the Contractor for any repair of these areas.

The Contractor shall be responsible for the immediate repair of the improved area if any damage is done by the traffic. The Contractor shall also be responsible for the immediate rectification of problems created in areas outside of the improved areas which are attributable to the failure of the constructed improvements, i.e., the tracking of materials into unimproved areas.

NOTIFICATION OF UTILITIES

The Contractor shall notify at least forty-eight (48) hours, but not more than seven (7) days, before beginning work, all public and/or private service corporations having wires, poles, conduits, manholes or other structures that may be affected by their construction, including all structures which may be affected by construction and are not shown on these plans, and all work required for public or privately owned utilities will be done by and at the expense of their respective owners, unless otherwise noted on these plans.

COOPERATION WITH UTILITY COMPANIES

While the work of this contract is being performed, the utility companies will be working in the area adjusting and resetting existing facilities. The Contractor shall fully cooperate with utility companies so that the entire work is completed in a manner consistent with good construction practices.

LOCATION AND PROTECTION OF UTILITIES

The Public Services Director does not assume any liability for the location of utilities, including individual service line. The Contractor shall be responsible for exactly locating and protecting all utilities, both above ground and below ground, that exist in the work area and which may come in conflict with their operations. Any damage to utilities which have been accurately located, which is caused by the Contractor's operations, shall be repaired at the Contractor's expense. Assistance in locating underground utilities can be obtained by contacting the utility companies at the following:

GAS UTILITY NOTES

1. The Contractor is responsible for all approvals from, notifications to and agreements with the gas utility company prior to excavation in the vicinity of gas lines.
2. For Field Inspector to locate underground gas lines, the Contractor shall call Ohio Utilities Protection Service (1-800-362-2764) at least forty-eight (48) hours in advance, excluding Saturday, Sunday and State Legal Holidays.
3. Gas facilities are to be kept in service at all times.
4. The Contractor shall be responsible for all damages to gas facilities during or as a result of their operations. All damage to gas facilities requiring adjustments, relocations and/or repairs will be made at the Contractor's expense.
5. The Contractor shall sheet and shore all excavations where gas facilities are within the zone of influence (as determined by the natural angle of repose of the soil), to continuously maintain their support.
6. The Contractor shall be responsible for sheeting and shoring of existing gas facility trenches within the zone of influence of their excavation.
7. The Contractor shall not backfill exposed gas facilities until the utility has inspected its facilities and performed any adjustments and/or maintenance that may be required.
8. Where welded steel coated and wrapped gas mains are exposed or otherwise interfered with by the Contractor, protection by the Contractor will be required against damage to coating and wrapping materials.
9. Where gas facilities are exposed or otherwise interfered with by the Contractor, they may be reinforced or replaced by the utility, based on conditions to be determined by the utility.
10. Where the support of gas facilities is disturbed, the Contractor shall protect the main as necessary against damage. As soon as feasible, the Contractor shall take additional appropriate steps to provide permanent support. The methods used shall be based on conditions to be determined by the utility.
11. Blasting in the vicinity of gas facilities is prohibited unless a blasting plan is submitted to Duke Energy in writing by a blasting expert, identifying all pertinent information.
12. The Contractor's attention is also called to the specifications of the "Gas Facilities Protection Guidelines" which deal with the protection of gas service in excavation areas. A copy of said guidelines may be acquired from the office of Duke Energy Company.

ELECTRICAL UTILITY NOTES

Danger - the Contractor shall contact the company at least two (2) working days prior to excavation in vicinity of electric underground facilities (approximate plan location shown) or when working near overhead electric facilities.

1. For Field Inspector to locate underground electric lines, call Ohio Utilities Protection Service 1-800-362-2754 (at least 48 hours in advance, excluding Saturday, Sunday and State Legal Holidays).
2. The Contractor is responsible for all approvals from, notifications to and agreements with the electric utility company prior to work in the vicinity of electric lines.
3. The Contractor shall be responsible for all damages to electric facilities during construction.
4. Electric facilities are to be kept in service at all times.

5. The Contractor shall be responsible for supporting existing electric facilities affected by the proposed construction.
6. Where high pressure oil filled pipe type cable installations are exposed or otherwise interfered with by the Contractor, protection by the Contractor will be required against damage to the coating or surrounding thermal sand envelope.
7. Where concrete encased conduit systems or direct buried cable systems are exposed or otherwise interfered with, the Contractor shall protect the system as necessary against damage. As soon as feasible, the Contractor shall take additional appropriate steps to provide permanent measures to restore support. The methods used shall be based on conditions to be determined by the utility.
8. Where poles or anchors that support overhead electric facilities are exposed or otherwise interfered with, the Contractor shall protect them from damage and provide temporary support to insure the integrity of the system. As soon as feasible, the Contractor shall take additional appropriate steps to provide permanent measures to restore support. The methods used shall be based on conditions to be determined by the utility.
9. Where the depth of excavation for the proposed work is greater than five feet (5'), the Contractor shall sheet and shore the trench to continuously maintain the support of electric facilities at locations where the electric facilities are within the zone of influence adjacent to the excavation as determined by the natural angle of repose of the soil.
10. All damages to electric facilities and services requiring adjustments, relocations and/or repairs will be made at the Contractor's expense.
11. The Contractor shall not backfill exposed electric facilities until the company has inspected its facility or performed any adjustments and/or maintenance that may be required.

NOTE: Should the Contractor damage electric facilities, the Contractor shall immediately notify the electric utility and shall keep everyone clear of damaged electric facilities until company personnel arrive at the work site.

WATER WORKS NOTES

1. All work pertaining to water works items shall be done in strict accordance with the specifications of the City of Cincinnati Water Works and under the direction, supervision and inspection of the Water Works. Water main items are to be constructed in accordance with the provisions of the State of Ohio Department of Transportation Construction and Material Specifications, dated January 1, 2013 and modified by the City of Cincinnati 2002 Supplement to said State of Ohio Specifications and any supplements or changes thereto. Copies of all pertinent specifications may be obtained from the City of Cincinnati Water Works, 4747 Spring Grove Avenue, Cincinnati, Ohio 45232.
2. A cushion of twelve inches (12") shall be maintained between the proposed water mains and the existing sewers, inlet connections, and drains. If a greater clearance is desired, it will be so designed. Building sewer laterals are not to be disturbed or trapped. Existing drains, sewers and culverts are not to be disturbed. If the water main is to be under culverts or pipe sewers, they shall be tunneled and backfilled with Class "C" Concrete or installed in steel casings as directed by Water Works.
3. It shall be the Contractor's responsibility to arrange for removal and replacement of any poles and guys necessary for the installation of the proposed water mains, and any cost connected thereto shall be their expense.
4. All backfill to be Method "A" except where otherwise noted.

5. No part of any fire hydrant setting shall be installed closer than five feet (5') to any driveway, inlet, utility pole, or guy wire anchor.
6. All pipe and specials shall be in accordance with City of Cincinnati Specification 40-110-76-91.
7. All valves to be purchased from the Cincinnati Water Works.
8. No extra payment will be made for lead joints.

UTILITY ADJUSTMENTS

The Contractor shall adjust to proposed grade all existing utility facilities, i.e. manholes, valve chambers, valve boxes, etc. This shall include utility facilities which are not shown on the plan. For those utility facilities located within or immediately adjacent to the pavement, the adjustment to final grade shall be accomplished following the placement of the leveling course and immediately prior to the placement of the surface course.

Where adjustments are to be made by the responsible utility company, the Contractor shall coordinate their work with that of the utility company so as to accomplish the intent of the preceding paragraph.

Maintenance of safe and convenient traffic lanes must be a prime consideration when performing these adjustments.

Work performed on the utility facilities shall be in strict accordance with the specifications of the applicable utility owner and shall be performed under the direction, supervision and inspection of said owner.

The Contractor shall adjust the facility so as to be flush with the proposed pavement grade. The 1/4" vertical difference between the finished pavement surface and the top of the frame or adjustment ring, as shown on the State Standard Construction Drawing BP-3.1, shall not apply to this contract.

HAUL ROADS

The Contractor shall supply to the Public Services Director at the pre-construction meeting a list of the local roads to be used for the purpose of hauling equipment and/or material to or from the job site. Only the local roads in the vicinity of the project have to be listed; State and/or Federal roads do not have to be included. Where necessary, the list shall include the extent of the roads to be affected and any special restriction, such as height or weight restrictions, which may be applicable along said roads. Construction shall not commence until the Township has reviewed the haul road list.

The submission of list to and the review of the list by the Public Services Director does not relieve the Contractor of the responsibility for conforming to and obeying all applicable height and weight restrictions on haul roads and of the responsibility for any damage done to and/or along said haul roads.

ESTIMATED QUANTITIES

The estimated quantities upon which this proposal is based are approximate only. They shall be used in determining the total amount of bids for the purpose of determining the lowest and best bidder. During the term of the contract, and at the option of the Public Services Director, they may be increased, decreased, or non-performed as conditions dictate and/or when the need for any item cannot be determined until the completion of other contractual items and/or the proper inspections have been made. The Contractor shall not be entitled to any claim or loss of profits or other damages should the actual quantities of any or all items be greater than or less than the stated Estimated Quantities.

MATERIALS AND WORKMANSHIP

Unless otherwise specified, all materials shall be new, and both workmanship and materials shall be of the first quality and shall be proper and sufficient for the purpose contemplated. The Contractor shall furnish if so required, satisfactory evidence as to kind and quality of materials and workmanship.

All items of equipment and/or material proposed for substitutions must be approved by the Public Services Director in writing and shall equal or be superior to the items specified in the contract documents. If said substitution proposed by the Contractor for a specified item requires engineering revisions, the expense of said revisions shall be paid for by the Contractor at no additional cost to Colerain Township.

Any items of labor and materials required, but not shown as a separate pay item in the proposal, shall be furnished and installed as incidental to the contract, except as noted in the Plans and Specifications.

GUARANTEE

The Contractor hereby guarantees that all workmanship and all material furnished under this contract comply fully with the requirements of the Plans and Specifications. If at any time within one year after the date of the final inspection, any defect should appear, which in the opinion of the Public Services Director is due to inferior materials or workmanship, the Contractor guarantees that they will do immediately, without cost to the Township, whatever is necessary to remedy the defects. The Township will notify the Contractor in writing of the defects and the repairs to be made and the Contractor agrees to begin the repairs within ten (10) days from the date of notice.

If the Contractor fails to begin repairs within ten (10) days, the Township may forthwith cause the defects to be remedied and charge the cost and expense thereof to the Contractor or their Surety.

The Contractor's Surety shall not be relieved until the above guarantee is fulfilled, and written release furnished and Surety by the Township.

TESTING OF CONSTRUCTION MATERIALS

If necessary, the Public Services Director will select a testing firm for this project.

The Contractor shall be responsible for the scheduling of all testing as per the general testing requirements listed below or as modified by the Public Services Director.

The Public Services Director shall be responsible for the costs incurred in the testing of the construction materials both on site and at the plant. However, the Contractor shall note that they will be responsible for any and all costs incurred by the scheduling of the testing firm's activities by the Contractor and the subsequent delay and/or cancellation of said activities due to the delay and/or cancellation of the scheduled construction by the Contractor.

CONCRETE

Concrete shall be tested as directed by the Public Services Director and usually will be called for when the project requires two (2) or more truckloads of concrete. When required, two test cylinders and an air entrainment test shall be made for each 50 cubic yards, or fraction thereof, of concrete incorporated into the project. In addition, slump tests shall be performed, preferably on the first load of concrete delivered to the site. Compliance with O.D.O.T. C & M S, Section 499 shall be maintained.

Should the Contractor require concrete beams to be made and tested in order to determine if roadways, driveways, structures, etc. can be opened to traffic prior to the normal curing period, these shall be made and tested by the same testing firm employed by the Colerain Township Public Services Director. Concrete beams shall be of such length that two breaks can be made from the same beam. Beams shall remain at the project through the period of curing. Results of beam breaks shall be immediately reported to the Public Services Director. Costs of making beams, testing and reporting results shall be borne by the Contractor.

Results of cylinder breaks, one (1) at seven (7) days and one (1) at twenty-eight (28) days, and the results of air entrainment tests shall be immediately reported and furnished to the Public Services Director. NOTE: Air entrainment tests shall be made from the same load of concrete from which the cylinders are made.

The Contractor shall also be responsible for obtaining the batch information for the concrete being supplied to the project. This information shall be provided daily and with at least the first load of concrete delivered to the project each day.

PRECAST CONSTRUCTION MATERIALS

Precast units shall include items which are manufactured by others at an off-site location and installed by the Contractor, i.e. pipes/conduits, precast catch basins/inlets/manholes, precast beams, etc. For all precast units, the Contractor shall obtain a letter from the Manufacturer certifying that the pertinent precast item meets the applicable specifications and standards of O.D.O.T. and/or ASTM. When required by the Public Services

Director, the Contractor shall also obtain and supply to the Public Services Director the pertinent Manufacturer's test reports on the precast units.

The above data, reports and/or Manufacturer's letters are to be provided by the Contractor to the Public Services Director **prior** to the installation of the precast units on the job site. When the Contractor decides to install precast units prior to the Public Services Director receiving the above information, those units installed shall be subject to being removed and/or replaced at the discretion of the Public Services Director based upon the Public Services Director's review of the information provided.

REMOVALS

When a bid item is to include the cost of removal of a classified or unclassified material, it shall be the responsibility of the Contractor to verify in the field the type of material and the thickness of the material to be removed prior to submitting their bid. No additional allowance will be due the Contractor for added expense of removals due to unknown materials or thickness.

REMOVAL OF EXISTING CATCH BASIN GRATES AND/OR FRAMES

Where the plans indicate that existing catch basins and/or existing catch basin grates and/or frames (if salvageable) are to be removed as part of the improvements, the Contractor shall carefully remove the existing catch basin grate and/or frame and stockpile same at a site on the project designated by the Public Services Director. The existing grate(s) and/or frame(s) will NOT become the property of the Contractor. After the removal, the Project Inspector will arrange for the Township's forces to pick up the salvaged items.

Any costs involved in the stockpiling and/or coordination for the pick-up of the items by the Public Services Director shall be incidental to the other items of work in the project.

CONSTRUCTION LAYOUT

The costs of any construction layout necessary to the various items of work contained in this project WILL NOT be a separate pay item and said costs SHALL be included in the unit price bid for the pertinent item.

REMOVAL OF EXISTING PIPE AND HEADWALLS

Where proposed conduit and/or catch basin construction requires the removal of existing pipe and/or headwalls, the removal of same shall be included in the respective unit prices bid for proposed 603 and 604 Items.

Where existing conduit, headwalls and/or other facilities are to be removed and no proposed drainage facilities are to be constructed, the cost of the necessary removals shall be included in either the removal item, if specified, or in the pertinent excavation item.

The removal of all existing pipe drains which would normally be removed in various excavation items shall be included for payment in the unit prices bid for the respective excavation item, unless otherwise itemized in these plans.

WATER POLLUTION, SOIL EROSION AND SILTATION CONTROL

The Contractor shall take extreme care to prevent unnecessary erosion, water pollution and siltation at all points of project. Temporary seeding and mulching, straw bales, silt fence, slope drains, etc., shall be used as necessary or as directed by the Public Services Director. Unless specified, the cost of these items shall be included in all other contractual items.

DUST CONTROL

The Contractor will be required when directed by the Public Services Director to perform dust control operations to minimize or prevent dust nuisance originating within the project limits which result from the

Contractor's operations. Dust control will not be a separate pay item, but is to be incorporated in the prices bid for all project items.

EXISTING PIPE AND CULVERT

The location, size, type and depth of all existing pipe and culvert are shown as nearly exact as available information will permit. The Public Services Director will not be responsible for any variation found during construction.

Where the plans provide for conduit to be connected to, or to cross either over or under, or close to an existing underground structure, it shall be the responsibility of the Contractor to locate the existing structure, both as to line and grade, before they start to lay the proposed conduit, in order to assure compatibility of line and grade of the proposed conduit.

Payment for all operations described above shall be included in the unit price bid for the pertinent conduit item.

REVIEW OF DRAINAGE FACILITIES

Before any work is started on the project and again before final acceptance by the Township, the Contractor, with the Public Services Director, shall make an inspection of the existing sewers within the work limits which are to remain in service and which may be affected by the work. The condition of the existing conduits and their appurtenances shall be determined from field observations. Records of the inspections shall be kept in writing by the Public Services Director.

All new conduits, inlets, catch basins, and manholes constructed as a part of the project shall be free of all foreign matter and in a clean condition before the project will be accepted by the Township.

All existing sewers inspected initially by the above mentioned parties shall be maintained and left in a condition reasonably comparable to that determined by the original inspection. Any change in the condition resulting from the Contractor's operations shall be corrected to the satisfaction of the Public Services Director by the Contractor at the Contractor's expense.

MAINTENANCE OF SEWER FLOWS

The Contractor shall conduct their operations so as to constantly maintain sewer flows at all times through the existing facilities that are to remain in place.

In cases where the plans indicate that existing facilities are to be replaced and/or removed, the Contractor shall maintain sewer flows through the existing facilities until the new facilities are completed and ready to be placed in use. This shall include areas affected by curb and sidewalk replacement and pavement repair.

BEDDING AND BACKFILL (CLSM-CDF)

A. DESCRIPTION

This work shall consist of the manufacturing and placement of non-settling backfill mixtures described as a Controlled Low Strength Material-Controlled Density Fill. Hereafter referenced by the acronym: CLSM-CDF. These mixtures are sold commercially under a variety of producer names: K-Krete, M-Crete, Darafill, Flash Fill, Flowable Mortar, Unshrinkable Fill, etc. These trench backfill materials possess: flowability for placement, support strength for traffic loads, and removability at a later date after placement. This material may be produced off-site or on-site. In either case, the producer of the material must meet certification requirements as outlined in Section B. PRODUCER AND MATERIAL CERTIFICATION of this specification. In addition to this document, two guides (Producer's Guide) (Contractor's Guide) are also part of this specification.

B. PRODUCER AND MATERIAL CERTIFICATION

Prior to manufacture of any CLSM-CDF mixture, the producer shall comply with the following regulations requirements.

1) Demonstrate the ability to produce a uniform CLSM-CDF mixture as outlined in this specification. The National Ready Mix Concrete Association's (NRMCA) plant and truck certification will satisfy the producer certification requirement.

1) Certified engineering data, for the proposed mixture to be used, shall be submitted for:

   a) Thirty (30) and ninety (90) day unconfined compressive strength (C') tests as described in ASTM D4832 with the following exception: cylinders will not be capped.

   b) Yield and dry unit weight (ASTM PS 29)

c) Flowability (Removability Modulus RE = <1.0)

   c) Mixture's components (cement, water, fly ash, filler aggregate, etc.) and sources (company and location) Previous test results, on the same mixtures using the same mixture components, will satisfy this requirement. If it is determined, that for the engineering data presented, flowability, adequate strength, and removability requirements are not acceptable, the use of this mixture will not be allowed.

Meeting these certification requirements does not relieve the producer of the material liability referenced in Section G of this specification.

C. MATERIALS

Materials for CLSM-CDF mixtures will be the responsibility of the producer. All mixture components must be environmentally acceptable. A Material Safety Sheet (MSDS) for each component in the mixture must be available upon request. A CLSM-CDF producer's guide is available to help the producer meet specification requirements for materials.

1) Water, used for the mixture shall be free from oil, salts, acid, strong alkalis, vegetable matter, and other impurities that would have an adverse effect on the quality of the backfill material.

2) Materials for CLSM-CDF mixtures shall be evaluated as non-corrosive by appropriate ASTM standards including ASTM A 674. If the CLSM-CDF mixture has an electrical resistivity value of less than 5000 Ω cm, then to ensure compatibility with any proposed or encountered conduit, a polyethylene encasement shall be required conforming to ASTM A 674.

D. PROPORTIONING OF MIXTURES
The proportioning of CLSM-CDF mixtures is the responsibility of the producer. The mixture will be rejected for failure to meet, or sustain, the mixture's consistency for the previously stated properties.

Where gas leak, odor migration, is a concern for the identification of possible gas leaks, the CLSM-CDF material shall meet a minimum permeability coefficient (k) of 1 x 10^{-5} (cm/sec), or more, based on ASTM 5048. See the CLSM-CDF Producer's Guide for assistance in meeting specification mixture requirements.

E. PLACING (POURING)
The CLSM-CDF mixture shall be placed directly into the trench or excavation. The material's flow characteristic will be such that no labor will be required in the trench or excavation. No vibration or compaction equipment shall be used. If the trench or excavation contains water, the CLSM-CDF mixtures may be used to displace the water. A CLSM-CDF Contractor's Guide is available to help the producer meet specification requirements for material placement.

A Fast Setting Mixture shall be used for backfilling trenches under pavement within the public right-of-way when it is deemed that the pavement must be quickly reopened to traffic so as to minimize inconvenience to vehicular traffic as shown on the plans. The use of a Fast Setting Mixture is intended to allow for placement of an asphaltic concrete pavement within two hours after mixture placement. Fast Setting Mixture shall produce a load bearing strength of 20 psi in two hours as measured with a penetrometer using the 1.124" diameter head (ASTM D 1558).

F. CONSTRUCTION REQUIREMENTS
The basic construction requirement for the use of CLSM-CDF is that the trench or excavation has vertical wall limits. Vertical wall limits mean that the flowable CLSM-CDF mixture must be confined in a given area. For long trenches, requiring large amount of CLSM-CDF material, bulkheads can be used to control required placement quantities.

The CLSM-CDF material shall be brought up uniformly to the lines or limits shown on the plans or as directed by the Public Services Director. The placing or Portland cement concrete and/or asphaltic concrete pavements can be performed when a load bearing strength of 20 psi is achieved as referenced in Section E.

1) The following limitations of operations shall govern:

a) The mixture shall not be placed on frozen ground.

b) The placed mixtures shall be protected from freezing.

c) Each filling stage shall be as continuous as possible.

d) Setting time of CLSM-CDF may be affected by temperature. At temperatures near freezing, or below, additional time may be needed for proper setting of the material prior to any type of paving operation.

G. ACCEPTANCE OF MATERIAL AND FIELD TEST REQUIREMENTS
The material acceptance will be based on the following.

1) Producer certification (Section B of this specification).

2) Field testing for flowability (ASTM PS 28)

3) Sampling freshly mixed CLSM (ASTM PS 30)

4) Cylinder (3" x 6") strengths (ASTM D 4832). Six (6) cylinders will be required for any placement of 100 cubic yards and each 100 cubic yards thereafter. Three (3) cylinders will be broken at 30 and 90 days.

If the placement is less than 100 cubic yards, three (3) cylinders will be taken every fifty cubic yards of production. Two cylinders will be broken at 30 days and one cylinder at 90 days.

The contractor shall be responsible for the curing and protection of the cylinders until such time that they are ready to be picked up by the testing laboratory. The contractor shall coordinate this activity. The cylinders will be held by a testing laboratory until the required breaking date.

5) Unit weight tests (ASTM PS 29) will be performed when cylinders are made.

All tests are to be performed by laboratories approved by Colerain Township. Copies of all test reports, from approved testing laboratories, shall be submitted to the material producer and governing agency. If the produced CLSM-CDF material fails any of these acceptance tests, indicating future removal difficulty (RE > 1.0), the material will be rejected with the possibility of removal. The Public Services Director may modify or change CLSM material testing requirements. All CLSM-CDF tests are to be performed by qualified testing personnel. The minimum acceptable requirement is ACI Level I, Concrete Technician.

H. METHOD OF MEASUREMENT

When paid for separately, measurement will be based on (cubic yards) computed plan quantities. No additional compensation will be allowed for over excavation. The material producer and the contractor shall be aware that there is a difference between the plastic (wet) state and the material's hardened state. The plastic (wet) state will be greater than the hardened state.

I. BASIS OF PAYMENT

Unless otherwise specified in the Contract or Agreement, the Contractor will be paid for the volume of mixture furnished and placed, per plan quantities, at the Contract unit price per cubic yard. This payment shall be full compensation for placing the CLSM-CDF mixture and for furnishing all materials, equipment, labor and incidentals necessary to complete this item; unless included under other items in the Contract or Agreement.

TRENCH FOR SEWER CONSTRUCTION

Trench excavation for sewer construction shall be adequately maintained and protected with barricades at all times.

Placement of proposed sewer pipe and backfill material shall follow as closely as possible behind excavation operations. The length of sewer trench, which is open at any one time, shall be held to a minimum and shall, at all times, be subject to the approval of the Public Services Director.

PIPE CUTOFF

When bell and spigot pipe is used, any necessary pipe cutoffs shall be made at the spigot end of the length. When tongue and groove pipe is used the length of pipe next to the end length shall be cut and a butt joint formed with a collar as detailed in the O.D.O.T. Std. Drawing MC-4. The cost of the joint and collar shall be included in the contract unit price bid for the pertinent pipe item.

MANHOLES, CATCH BASINS AND INLETS

All castings for manholes catch basins and inlets shall conform to those specified in the Standard Construction Drawings or as specified by the Public Services Director. All castings which might be subject to vehicle traffic shall be of the heavy duty grade. Grated inlet tops shall be placed as specified on the plans.

Top of casting elevations are subject to final adjustments as approved by the Public Services Director.

All castings used shall be subject to the final approval of the Public Services Director.

EROSION CONTROL

As applicable, Item 601 is provided in the plans for erosion control. Rock or turf of a stable nature will not be removed in order to place any of these items. The Public Services Director shall check and non-perform quantities or adjust locations and quantities for this item where indicated by field conditions during construction.

CONDUIT END TREATMENT
Immediately after placement of any conduits, the Contractor shall construct the end treatments required by the plans at both the outlet and the inlet ends. This shall include headwalls, concrete riprap, rock channel protection, sodding, etc.

GRADING AT INLETS AND OUTFALLS OF PROPOSED CONDUITS
The cost of the necessary reconstruction and/or regrading of swales or disturbed areas at the inlets and outlets of all proposed conduits shall be included in the price bid for the pertinent conduit and/or inlet/outlet items.

SIDEWALK AND/OR DRIVE APRON FINISH
Finish shall be a broom finish. All joints and outside edges shall be tooled with an edger or joint tool after brooming the final finish. Final finish, joints and edges shall be subject to the approval of the Public Services Director.

CONCRETE DRIVEWAY JOINTS
Transverse contraction joints (tooled joints) shall be spaced not to exceed ten feet (10') center to center. For driveways constructed wider than twelve feet (12'), a longitudinal contraction joint (tooled joint) shall be placed on the centerline of the driveway in addition to the transverse contraction joints noted above.

Expansion joints formed with one-half inch preformed expansion joint material meeting the requirements of Item 705.03 shall be placed at the following locations. Placement of expansion joint material shall be along neat line.

1. Wherever new concrete meets old concrete.
2. At the back of existing or proposed curb.
3. At the front and back of any concrete walk.
4. At the transverse walk joint on the line of each edge of the driveway produced.
5. At a transverse spacing not to exceed thirty feet (30') between expansion joints on the driveway.

BLOCKAGE OF DRIVEWAYS
The Contractor shall notify residents at least twenty-four (24) hours in advance of when their drives will be blocked during construction.

Where concrete restoration is involved, the inconvenience will be held to a minimum by revising curing specifications and permitting cars to use the driveway within forty-eight (48) hours after pouring. Unless otherwise directed by the Public Services Director, the Contractor will be required to use high early strength concrete for the construction/reconstruction of concrete driveways and/or driveway aprons. The use of high early strength concrete will also be required for any portion of a sidewalk located within the limits of a driveway.

MAINTENANCE OF DRIVEWAY TRAFFIC
The Contractor shall note that the maintenance of driveway traffic will be a major concern during the length of this project, particularly in regards to the interests of any commercial, retail or office properties.

The Contractor shall conduct their operations so as to maintain driveway traffic through the areas under construction.

The Contractor will be permitted to close paved areas to traffic for a minimum period of time, consistent with the

requirements of the specifications for the protection of completed asphalt concrete or plain Portland cement concrete pavement. This may require the Contractor to undertake such measures as part-width construction of the modifications or the placement of temporary material to maintain drive traffic.

If access to any business/office property is involved, an alternate access must be provided if the blockage exceeds one (1) hour. Repeated blocking must allow at least a fifteen (15) minute interval of traffic access every hour.

If two approved access drives serve the same resident or parking area, the Contractor MAY be permitted to close one access at a time. However, prior to said closing, the Contractor MUST contact the pertinent owner and obtain from said owner written permission for the closing. A copy of this permission MUST be submitted to the Public Services Department prior to the closing.

The Contractor shall note that any special measures and/or interim materials required to provide driveway ingress and egress will not be a separate pay item and said cost shall be included in the lump sum price bid for Item 614, Maintaining Traffic.

ADVANCE NOTIFICATION

The Contractor is responsible for the notification of all residents and/or businesses which abut or are located within the project limits. Notification must be given forty-eight (48) hours in advance of the commencement of the work. A blank notification form will be given to the Contractor at the pre-construction meeting and the Contractor shall be responsible for the completion of the form, and the reproduction and delivery of the completed form to each of the affected properties. Failure on the part of the Contractor to deliver said notifications will be sufficient cause to stop work on the particular road.

Payment for this advance notification shall be included in the lump sum price bid for Item 448 Resurfacing and, Item 609 curb repair in Contract 20-1 Road Improvements and shall not be a separate pay item.

SAW CUTTING EXISTING PAVEMENT

The edge of all existing pavement to be removed shall be saw cut, full-depth before removal to obtain a uniform edge. The cost of saw cutting shall be incidental to the item under which it is encountered.

SEALING EDGES

In addition to the pertinent requirements of the C&MS and ODOT Standard Drawing BP-3.1, the following requirements will apply to this contract.

The pavement edges at gutters, curbing and at the termini of butt joints shall be sealed with a four (4) inch wide bead of asphalt cement immediately following the completion of the surface course. The sealant shall be applied neatly and without more than one-half (1/2) inch of the sealant being visible on the vertical surface. The Contractor shall carefully and thoroughly remove any extra sealant applied to the vertical surface at no additional cost.

The pavement edge around catch basins, manholes, valve chambers, etc., shall NOT be sealed after completion of surface course.

Cost of the bituminous material and/or asphalt cement is to be included in the unit prices bid for the pertinent asphalt concrete items.

MEETING EXISTING PAVEMENT

Where the asphalt resurfacing begins or ends, the 448 course will meet existing on a neat line. The term "neat line" means a straight line, and if necessary, the Contractor will use a chalk line to establish said line and will specifically instruct paving crews to provide a neat line.

Within three (3) working days prior to the placing of the proposed surface pavement course, the Contractor shall form a butt joint as per the requirements of O.D.O.T. Std. Drawing BP-3.1.

All termini on the roads being resurfaced shall have butt joints.

Unless otherwise directed, all cross streets shall be resurfaced back to the curb and/or radii returns.

Unless a separate pay item, i.e. Item Spl., Butt Joints, is provided for the forming of the butt joints, all costs involved in the forming of the butt joints shall be included in the unit prices bid for the pertinent asphalt items.

CONSTRUCTION OF ASPHALT COURSES

The Contractor shall note that when the construction of the asphalt course(s) will require two or more passes with the paver in order to totally pave the roadway, the width of the passes **MUST** be adjusted so that the longitudinal joint in the course under construction does **NOT** align with the longitudinal joint in the underlying course, i.e. the joint in the surface course will not be constructed at the same location as the joint in the leveling course. The horizontal offset between joints in the adjacent courses shall be a **MINIMUM** of six (6) inches.

The Contractor shall schedule the paving operations so that the pavement repairs, both partial depth and full-depth, and the construction of the Asphalt Concrete scratch course(s) are constructed within a **maximum** of **five (5) days** of the removal of the asphalt wearing course(s) in order to minimize the time period that traffic is permitted on the exposed concrete base pavement or on the diminished asphalt pavement.

If the Contractor schedules their operations so that the above requirement is **NOT** met, the Public Services Director shall, after the removal of the wearing course, mark those areas of the base pavement to be repaired under Item Special, Full-depth pavement repair, as per plan (Concrete) or under Item Special, Full-depth pavement repair, as per plan (Asphalt).

The Contractor shall allow a **minimum** of five (5) days between the completion of the scratch course and the placement of the "Petromat" and the construction of the Asphalt Concrete surface course, if using "Petromat" a part of this contract.

The Contractor shall notify the Township a minimum of seven (7) working days prior to the construction of the scratch course. During this time period, the Public Services Director will mark those additional base pavement areas that must be repaired full-depth due to the maintenance of traffic on the base pavement. There will be **NO ADDITIONAL PAYMENT** for the repair of those areas of the base pavement that have been damaged by the maintenance of traffic on the base pavement.

The cost of additional applications of Item 407, Tack Coat, which may be required to meet this scheduling of construction, shall not be a separate pay item and shall be included in the unit price bid for the pertinent asphalt concrete item.

RECLAIMED MATERIALS

For this project, the use of reclaimed materials will be permitted in accordance with the pertinent requirements of the C&MS. A maximum of thirty (30) percent of reclaimed material may be used in Item 301.

ROUNDING CORNERS OF PROPOSED GRADING

Where the cross sections provide for a break in grade or change in slope, the corners shall be rounded for a smooth transition. This shall apply to all grading operations.

TEMPORARY FENCING

The Contractor shall furnish, erect and maintain temporary barricades, lighting and fencing around open trenches during periods when work has stopped for the day. It shall be the Contractor's responsibility to implement and ensure adequate safety measures throughout the term of this project to assure the safety of the public as specified in Item 614 - Maintaining Traffic and the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways".

"OR APPROVED EQUAL" ITEMS

In the preparation of these documents and plans, several proprietary products may have been specified. In all such cases, it is to be understood that the Contractor may offer a substitute for the specified product, as is indicated by the words "Or Approved Equal." However, the Contractor must be aware that, before commencement of construction, they must provide information to the Public Services Director concerning the substituted product and that the Public Services Director must approve the offered product as being equal to the specified product.

Unless otherwise modified by the Public Services Director, proprietary products are to be installed and/or constructed in strict compliance with the pertinent Manufacturer's specifications.

ITEM 202 - WEARING COURSE REMOVED AND/OR ITEM 254 - PAVEMENT PLANNING

The work on this item consists of removing the existing asphalt wearing surface to the depths and limits specified on the plans or as directed by the Public Services Director. Removal shall be by the method of cold surface planning. The extent of removal, as specified below, shall in all cases be subject to revision by the Public Services Director during construction.

In areas where proposed pavement is to meet existing pavement, the Contractors' attention is called to the requirements of the "Meeting Existing Pavement" note. Cuttings shall be removed from the surface as planning operations proceed and following each pass of the equipment. Before the end of each day's operations, the roadway shall be thoroughly cleaned of all material deposited on the roadway as a result of planning operations. Cleaning shall be carried out using power brooms, vacuum sweepers or other approved methods. Material removed during grinding operations shall become the property of the Contractor.

Effective measures shall be taken to control dust, smoke and the scattering of loose material during planning and cleaning operations. At all times manholes, catch basins, inlets shall be kept open and free of collected cuttings.

The newly exposed surface shall be relatively smooth in profile, free of grooves, ridges, gouges, severe bumps and depressions. Where sound pavement has been gouged, torn or otherwise damaged during planning operations, the damaged areas shall be repaired in a manner satisfactory to the Public Services Director and at no additional cost to the Township.

Care shall be exercised during planning operations so as not to damage manhole covers, frames and grates, chambers, valves, valve boxes, etc. The Contractor shall notify the various utility companies at least forty-eight (48) hours, but not more than seven (7) days, in advance of when planning work will begin so that, if desired, their representatives may be present at the time planning work is performed to locate covers, chambers, valves, and valve boxes where necessary. Any valves, grates, covers, frames, valve boxes, etc., damaged by the Contractor's operations shall be replaced by the Contractor at their expense.

After removing the wearing course, the Contractor shall immediately clean and tack coat an area at least four feet (4') in radius around all utility castings within the removed area and place an asphalt concrete wedge, thoroughly compacted in accordance with Section 401, around the castings in the four foot (4') radius area.

As an alternate method, the Contractor may choose at the time the wearing course is removed to leave a four foot (4') radius wedge of existing surface course around the utility casting to protect traffic, but the Contractor will not be allowed to remove these wedges until the day previous to placing asphalt surfacing on the street. Where manholes or valve chambers are within an area where wearing course is to be removed and have previously been adjusted with adjusting rings, the Contractor shall also have the option of removing the adjustment ring. If the Contractor chooses to remove the adjusting ring, they shall reinstall the rings immediately prior to resurfacing the street. No additional compensation will be paid for the placing of asphalt wedges, the removal and reinstallation of adjusting rings or the separate removal of existing wearing course left around the castings. These costs shall be included in the cost of removing the wearing course.

Any asphalt curb encountered within the work limits designated to be removed by the Public Services Director shall be included as a part of this item.

The approximate limits and depth of removal are to be as noted on the plans. The Contractor shall note that in those cases where the plans and/or typical sections require the removal of the existing asphalt material to a concrete base pavement or to a particular depth so as to allow the construction of a specified thickness of new asphalt, the plans indicate an **AVERAGE** depth of asphalt removal, either by showing average minimum and maximum thicknesses or indicating a variable average thickness for the pavement removal. This information has been based either on the best available records or on core samples, and said information will be made available to the Contractor at their request.

Under this pay item, the Contractor shall be responsible for the removal of the asphalt material to the required depth and **NO** additional compensation will be made for variations found in the thickness of the asphalt removed unless the Contractor can demonstrate that the thickness of asphalt removed **substantially** increased and thereby required another pass of the grinding machinery. In this regard, it shall be assumed that the machinery can, in one pass, remove six (6) inches when removing to a concrete base, or three and one half (3 ½) inches when removing to a specified elevation.

The work to be performed under this item shall also **include** the preparation of a neat, straight joint, i.e. a butt joint, at **ALL** termini of the project.

Payment for the removal of the wearing course will be made at the unit price bid per square yard for Item 202, Wearing Course Removed and/or Item 254, Pavement Planning.

ITEM 407 - TACK COAT: TRACK LESS

This item shall consist of applying Item 407 - Tack Coat at a rate of 0.10 Gal./Sq.Yd. as directed in O.D.O.T. Item 407.

In accordance with 407.06 of the specifications, any areas exposed to traffic after application of the bituminous material shall, at the discretion of the Public Services Director, have sufficient dry cover aggregate applied to prevent pickup or tracking [three (3) to five (5) pounds per square yard].

The tack coat shall be evenly distributed by a spray bar to the pavement in such a manner as to cover the pavement uniformly. Over spray on curbs, adjoining pavements and other roadside facilities shall not be tolerated and the Contractor shall be responsible for clean-up of any areas or facilities receiving over spray.

No separate payment shall be made for this item, the cost of which shall be included in Item 448.

ITEM 442 SUPERPAVE ASPHALT CONCRETE

442.01 Description
442.02 Type A Mix Design
442.03 Type B Mix Design
442.04 Asphalt Binder
442.05 Quality Control
442.06 Compaction
442.07 Acceptance
442.08 Basis of Payment

442.01 Description. This work consists of gyratory mix design, material, and quality control requirements for constructing a Superpave asphalt concrete pavement surface or intermediate course. The asphalt concrete pavement course consists of aggregate, and asphalt binder mixed in a central plant and spread and compacted on a prepared surface.

The requirements of Item 441 apply, except as modified by this specification.

442.02 Type A Mix Design. Design the mixture composition for a Type A mix according to 441.02 and the most recent *Asphalt Institute Superpave Mix Design Manual* (SP-2) for design procedures and material properties except as modified by this subsection. Include in the JMF submittal the standard Department cover and summary page; all printouts from the gyratory compactor (all gyratory points not necessary);

and analysis covering the required mix properties. Submit one compacted gyratory sample and loose mix for compaction of another sample, in addition to a 5-pound (2000 g) loose sample, for each JMF.

The Contractor may use the Marshall flow test in design as an indicator of potential for excess tenderness.

Set the design gyrations according to the lane current average daily truck traffic (Lane ADTT) as follows unless otherwise shown on the plans:

$$\text{Lane ADTT} = \text{Current ADT} \times T_{24} \times 0.45$$

Where:

Current ADT = current average daily traffic count from the plans
T_{24} = percent trucks per day from the plans

TABLE 442.02-1 GYRATION LEVEL AND MATERIAL REQUIREMENTS

Lane ADTT	Nini	Ndes	Nmax	Coarse Aggregate Angularity	Fine Aggregate Angularity	Flat and Elongated Particles	Sand Equivalent
<4000	7	65	105	95/90	44	10	45
>4000	7	65	105	100/100	44	10	50

If multiple N_{des} exist due to a multiple section project, etc., apply the lower design gyrations unless otherwise shown on the plans.

Submit aggregate to be used to the Laboratory for approval a minimum of 3 weeks before submitting a JMF for approval.

If fine aggregate is from crushed carbonate stone or air-cooled blast furnace slag, the Department will not require the fine aggregate angularity (FAA) test. The Department will allow a blend of a material not meeting the FAA with a material that meets the FAA, but calculate the FAA result based on the individual Department FAA results and actual blend percentages. The Department must approve blends.

The restricted zone does not apply. Use control points according to SP-2, except as specified in Table 442.02-2.

TABLE 442.02-2 AGGREGATE GRADATION REQUIREMENTS

Sieve Size	9.5 mm mix (% passing)	12.5 mm mix (% passing)	19 mm mix (% passing)
1 1/2 inch (37.5 mm)			100
3/4 inch (19 mm)		100	85 to 100
1/2 inch (12.5 mm)	100	95 to 100	90 max
3/8 inch (9.5 mm)	90 to 100		
No. 4 (4.75 mm)	70 max		
No. 8 (2.36 mm)	32 to 52	32 to 45	28 to 45
No. 200 (75 µm)	2 to 8	2 to 8	2 to 6

Ensure that the F/A ratio is a maximum of 1.2. Use a 2-hour cure in design process.

If more than 15 percent fine aggregate not meeting FAA is used, perform a loaded wheel test (LWT) according to Supplement 1057. To estimate a LWT sample mix volume, use the bulk density from gyratory specimens at Ndes. Results less than 0.20 inch (5.0 mm) at 115 °F (46 °C) are considered passing.

The Contractor may use reclaimed asphalt concrete pavement according to 401.04 in surface courses or up to 20 percent in intermediate courses. Test design volumetric properties at N_{des}. Test N_{max} for the required criteria. Ensure that the VMA is not less than the minimum values of Table 442.02-3.

TABLE 442.02-3 VMA CRITERIA

Mix	VMA (percent minimum)
9.5 mm	15
12.5 mm	14
19.0 mm	13

442.03 Type B Mix Design. Apply the mix design specified in 442.02 for a Type A mix except as modified by this subsection:

Modify the Coarse Aggregate Angularity of Table 442.02-1 according to Table 442.03-1.

TABLE 442.03-1

Lane ADTT	Coarse Aggregate Angularity
<4000	65/65
>4000	75/70

Ensure that at least 50 percent by weight of virgin fine aggregate is aggregate meeting FAA or is crushed carbonate stone or air-cooled blast furnace slag. Modify the No. 8 (2.36 mm) sieve requirement for a 12.5 mm mix in Table 442.02-2 to 34 to 40 percent. Apply an F-T value of +2 according to 441.02 and 441.09.

442.04 Asphalt Binder. Use a PG 70-23M asphalt binder for surface courses and a PG 64-28 asphalt binder for intermediate courses.

The minimum total asphalt binder content for a surface course is 5.7 percent.

442.05 Quality Control. Conform to 441.09, except as specified in this subsection. Ensure that plant operation and quality control testing conform to the Contractor's Quality Control Program (QCP).

Use a gyratory compactor conforming to the requirements of Superpave and verified by FHWA. If the gyratory compactor was moved to the plant before production, calibrate it and present the results to the DET. Condition samples for air voids for 2 hours.

Determine bulk gravity for air voids determination on specimens compacted to N_{des}. Once each day for the first 3 production days, and once each third production day thereafter compact one set of specimens to $N_{max.}$ Ensure that density at N_{max} is less than 98.0 percent of MSG. The Department will not allow production to continue if N_{max} is greater than or equal to 98.0 percent of MSG unless acceptable corrections and retest are made.

If the design gradation requires an LWT test, take a sample sufficient to compact one LWT test beam once each day for the first 3 days and test it according to Supplement 1057. The Contractor may perform the LWT test in the Contractor's Level 2 laboratory, but must compact the sample beam the same day the sample was taken, cure it overnight, and test it the following day. Give the test result and beam density to the DET the day of the LWT test. Report the LWT data on the Quality Control Report.

At least once a week, the Department monitor will instruct the Contractor to obtain asphalt binder samples. Take two 1-quart (1 L) asphalt binder samples for each asphalt binder type used. Take these samples between the last piping "Tee" in the line and the inlet into the asphalt plant. Label the samples with the asphalt binder type, supplier, project number, and date. Retain them in the plant laboratory for future reference by the Department. Hold these samples until otherwise notified by the Department monitor.

442.06 Compaction. If the rollers are staying far behind the paver on a mix at normal compaction temperature, it is an indication of a tender, rut prone mix, and may be justification for the Department to require a redesign.

442.07 Acceptance. The Department will base acceptance of the asphalt concrete mix on the item specified in the Contract (i.e., Item 446, Item 448).

442.08 Basis of Payment. The Department will pay for accepted quantities at the contract prices as follows:

Item	unit	Description
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type A (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type B (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type A (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type B (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type A (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type B (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 9.5 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 9.5 mm, Type B (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type B (448)

442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type B (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type B (448)

POLYMERIZED EMULSION CONCRETE PAVEMENT JOINT REPAIR

DESCRIPTION

The Polymerized Emulsion Concrete Pavement Joint Repair System shall consist of furnishing, preparing and systematically applying a polymerized bituminous emulsion, aggregates and asphalt concrete to concrete pavement fractures, joints and imperfections as specified in the proposal. The applied materials shall completely fill the entire cavity and provide an aggregate wearing surface.

MATERIALS

The asphalt emulsion employed in this specification consist of a highly polymer modified bituminous binder which has been prepared using sufficient quantities of polymers and additive to impart a finished product having superior elastic and adhesive/bonding properties.

EMULSION:

EMULSION PROPERTY	MIN	MAX	TEST METHOD
VISCOSITY, 123ºF (S.F. sec)	50	400	ASTM D 244
DEMULSIBILITY (%)	40	-	ASTM D 244
PERCENT SOLIDS (%)	68	-	ASTM D 244
PARTICLE CHARGE	POSITIVE		ASTM D 244
STORAGE STABILITY, 24 hrs (%)	-	1	ASTM D 244
SIEVE, #20 mesh (%)	-	0.1	ASTM D 244

RESIDUE PROPERY *	MIN	MAX	TEST METHOD
PENETRATION, 100g, 5 sec, 25ºC (dmm)	80	120	ASTM D 5
SOFTENING POINT (ºC)	65	90	ASTM D 36
DUCTILITY, 4ºC (cm)	45	-	ASTM D 113
ELASTIC RECOVERY, 4ºC, 10 cm (%) **	70	-	ASTM D 6084-04
FORCE DUCTILITY @ 4ºC, 30 cm (lb/cm^2)***	-	6	ASTM D-113[1]

ELONGATION, 4ºC (%)	1000	-	ASTM D 113

* By distillation.

** The specimen is extended 10 cm. The extended area is severed in the middle using a pair of shears. After 1 hour, at the test temperature the severed ends are returned to contact and the ductilometer reading is made again. The sample must recover at least 75 percent of the original 10 cm distance or to a length of 2.5 cm or less.

***[1] A standard ductility apparatus is modified by the addition of a load cell. The load cell is calibrated in pounds per square centimeter. The sample is extended to a length of 30 cm and the force required is recorded at 1 cm intervals. It should not exceed the stated limit of 6 lb/cm^2 over this range.

AGGREGATE

The aggregates employed in this process shall provide a durable wearing surface while providing for the proper blend of aggregate and emulsion mixtures for filling pavement joints and potholes. Selection shall be made to achieve the proper design for the intended pavement.

All aggregates used shall be 100% crushed and meet the gradation parameters as outlined below and the quality requirements of the department's material specifications.

	Sieve Size	% Passing
(Type A Gradation)	3/8	100
	4	90-100
	8	0-20
	16	0-10

ASPHALT CONCRETE

Item 448 asphalt concrete shall be used in combination with polymerized emulsion for the repairing of larger joints and potholes as stated in the pavement repair method.

CONSTRUCTION REQUIREMENTS

WEATHER LIMITATIONS

The pavement repair shall not be performed when the atmospheric temperature is less then 40 degrees F. Minimum pavement surface temperature shall be 40 degrees F during material application. Materials shall not be placed if impending weather conditions are such that proper curing may not be obtained.

EQUIPMENT

All equipment required for performance of the work shall be subject to approval of the engineer and shall be maintained in a satisfactory operating condition. In addition to equipment described herein, the

contractor shall furnish squeegees, lutes, compactors and other small tools which may be essential to the satisfactory completion of the work.

AGGREGATE APPLICATION

The initial aggregate layers shall consist of #8 limestone and layered in by hand in each lift correlating with the appropriate amount of polymer modified emulsion. Each of these stone particles is to be completely covered with the liquid emulsion. Methods of injecting emulsion into the stream of aggregate, prior to placement in the cavity are not an acceptable method of placing the material. Material shall be layered into the cavity as specified. The emulsion shall show no signs of pre-breaking prior to the placement and attachment of aggregate particles. The aggregate shall make contact to the emulsion in a vertical position and will show no signs of asphalt displacement. These consecutive aggregate layers are to be brought within ½ to ¼ inch of level with the surrounding concrete surface after compaction. The finish layer shall be capped with #9 limestone and compacted once again to be completely level with the surrounding pavement surface. The finished layer of aggregate shall be contained within the area in which the repair has been made.

POLYMERIZED BITUMINOUS EMULSION APPLICATION

The polymerized bituminous emulsion shall be pumped so as not to cause excessive agitation prior to contact of pavement surface. Application of emulsion shall be applied at a temperature range of 120º F - 170º F and shall never exceed 212º F, nor shall any load be continuously reheated. The application shall be performed by placing a uniform ribbon, 4" in width ±, and a surface thickness of 1/8" to 3/16". Repeated applications may be required to allow complete filling of pavement voids. The repeated application shall be accomplished without increasing ribbon width or thickness. It is necessary to allow adequate time for settlement pending size and depth of cavity. The completed polymerized emulsion ribbon will show no signs of settlement into the pavement structure, visually indicating that the cavity is filled. The final application of emulsion shall show no signs of vertical drainage prior to the application of cover aggregate.

SURFACE PREPARATION

Areas to be treated shall be free of all vegetation and loose or un-bound material. Immediately prior to material placement all concrete pavement joints showing deterioration shall be surface milled to a width of 12” – 24” and a depth of 2 inches. These areas shall be cleaned to maximum width and depth by use of compressed, oil-free air, at a minimum 125 CFM, and 100 P.S.I. After air cleaning there shall be no visible signs of standing moisture.

PAVEMENT REPAIR METHOD #1 (CONCRETE JOINT FILLING)

This method shall be used when filling concrete pavement joints, depressions, cold seam ravels and fractures up to 4” in depth.

1. Surface preparation as required to remove loose materials.
2. Prime existing areas with the polymerized bituminous emulsion at an application rate of .10 to .25 gallons per square yard.
3. Place the polymerized emulsion and the specified gradation of aggregate into primed area. Placement of materials shall be accomplished by injecting the emulsion and aggregate (layering) into the pavement area/cavity to be repaired. At least 90% of the aggregate shall be coated. No additional hand mixing shall be required.
4. Strike off the placed repair mixture level with adjacent pavement surface.
5. Apply emulsion to repaired area at an application rate of .20 to .30 gallons per square yard. Cover aggregate shall be applied to emulsion by the preceding cover aggregate specification.

PAVEMENT REPAIR METHOD #2 (CONCRETE JOINT REPAIR)

This method shall be used when repairing concrete pavement joints, depressions, cold seam ravels and fractures exceeding 4" in depth.

1. Follow procedures outlined above for surface preparation.
2. Prime existing areas with the polymerized bituminous emulsion at an application rate of 0.25± gallons per square yard as required.
3. Place 448 asphalt concrete in the deteriorated joint and compact with appropriate compaction equipment.
4. Following compaction, place, if required, additional 448 asphalt concrete to bring patch level to 1 inch below pavement surface and compact accordingly.
5. Apply polymerized emulsion to repaired area at an application rate of .20 to .30 gallons per square yard. Cover aggregate shall be applied to emulsion by the preceding cover aggregate specification. Complete surface seal shall be performed such that final profile is level with adjacent pavement surface.

SPECIAL NOTES

The pavement repair method utilized will vary on the conditions of each joint. The necessary milling depth will determine the appropriate method of repair. Methods of injecting emulsion into the stream of aggregate, prior to placement in the cavity is not an acceptable method. Materials shall be layered into the cavity as specified.

FINAL CLEAN-UP

Vacuum sweeping shall be completed within three hours of material application. Initial sweeping shall remove all loose or unbound materials. All debris shall be removed from job site.

CONTRACTOR SUBMITTAL REQUIREMENTS

Certification signed by the contractor stating that all equipment used in the performance of the item of work is owned and maintained by the contactor and meets specifications. Included shall be a listing of all equipment proposed for the specified work.

Contractor shall provide a list of all key personnel employed by the contractor that will have management authority, duties or responsibilities for this item of work.

Contractor shall provide a list of all proposed material sources and corresponding test reports that demonstrate compliance with the specifications.

Contractor shall provide a Safety Plan acceptable to the engineer.

Contractor shall provide a Quality Control Plan acceptable to the engineer.

TRAFFIC CONTROL

During construction, the contractor shall be responsible for all traffic control and must maintain one-lane access to all driveways and entrances utilizing proper traffic control devices, signage, and traffic flaggers. The contractor shall adequately mark, through the use of barrels, flashing lights, portable gates, and/or other devices approved by the Engineer, the limits of the project area and those areas of the site which are temporarily closed to traffic.

METHOD OF MEASUREMENT AND PAYMENT

ITEM'S OF WORK	**PAY ITEM**
POLYMERIZED EMULSION CONCRETE JOINT MILLING / JOINT FILLING	Square foot

These pay items shall include all labor, materials and equipment to facilitate cleaning the existing pavement, traffic control, mix designs, construction of the specified product and any corrective work to meet acceptance.

ITEM 452 - 7" PLAIN PORTLAND CEMENT CONCRETE PAVEMENT

The work under this item generally consists of replacing existing concrete driveways removed to facilitate the roadway improvement. The Contractor shall construct the new driveway according to the size, shape and location as indicated on the plans, unless otherwise directed by the Public Services Director. This item also includes the shaping and preparing of the subgrade, as necessary, and the furnishing, placing, finishing and curing of the concrete.

Payment for the above work will be made at the unit price bid per square yard for Item 452, 7" Plain Portland Cement Concrete Pavement.

ITEM 604 - MANHOLES/CATCH BASINS ADJUSTED/RECONSTRUCTED TO GRADE

The work to be done under these items is detailed as follows:

1. Where Sanitary or Combination sewer manholes are to be adjusted to final pavement grade using shim rings, the shim rings shall be provided by MSD and installed by the Contractor. This item shall include labor cost only (materials - $0.00) and is to be in conformance with City of Cincinnati Drawing Acc. No. 49058. The labor cost shall include the costs of picking up said rings at the MSD storage yard, hauling said rings to the site, and installing said rings at the required location. Payment for this work will be made at the unit price bid for Item 604, Sanitary Manhole Adj. to Grade (Shim Ring by MSD).

2. Where Storm manholes are to be adjusted to final pavement using shim rings, shim rings of the proper dimensions shall be provided by and installed by the Contractor in conformance with City of Cincinnati Drawing Acc. No. 49058. The shim rings to be used in these adjustments shall be obtained from Neenah Foundry Company (513/621-6735), East Jordon Iron Works (800/626-4653) or shall be an Approved Equal. Payment for this work will be made at the unit price bid per each for Item 604, Storm Manhole Adj. to Grade (Ring).

3. Where Sanitary or Storm Sewer manholes are to be adjusted more than three inches (3") above the elevation of the original casting, the Contractor shall carefully remove the existing ring(s) and casting and adjust the manhole to final pavement grade by using Pre-Cast Rings-Acc. NO. 49058-A (brick and mortar when casting rings are not possible), in conformance with City of Cincinnati Drawing Acc. No. 49058. For Sanitary or Combination sewers, the Contractor shall obtain all necessary new castings from MSD and the Contractor shall deliver all existing shim rings from these manholes to MSD. For Storm Sewers, the Contractor shall provide new castings as necessary and shall store the existing shim rings on the project site for pickup by Colerain Township Maintenance crews. Payment for this work will be made at the unit price bid per each for Item 604, Storm Manhole Adj. to Grade (Brick & Mortar) or Item 604, Sanitary Manhole Adj. to Grade (Brick & Mortar).

As directed in the field by the Public Services Director, the Contractor shall, after adjusting the catch basin to grade, tuck point with concrete the area between the curb casting and the basin back wall. There will be no separate pay item for this work and cost of said work shall be included in the above items.

ITEM 604 - MANHOLES RECONSTRUCTED TO GRADE

1. Where Sanitary manholes are to be adjusted to a final grade more than twelve (12) inches above the existing dome or where the existing manholes have substandard or damaged manhole castings, the manholes shall be reconstructed to grade in conformance with City of Cincinnati Drawing Acc. No. 49058-A. New castings, if needed, will be provided by MSD from the storage yard at 235 West Galbraith Road. Payment for this work will be made at the unit price bid per each for Item 604, Sanitary Manhole Reconstructed to Grade.
2. Where storm manholes are to be adjusted to a final grade more than twelve (12) inches above the existing dome or where the existing manholes have substandard or damaged manhole castings, the manhole shall be reconstructed to grade in conformance with City of Cincinnati Drawing Acc. No. 49058. New castings, if needed, will be provided by the Contractor. Payment for this work will be made at the unit price bid per each for Item 604, Storm Manhole Reconstructed to Grade.

ITEM 604 - WATER VALVE CHAMBER ADJUSTED TO GRADE

The method of adjusting water valve chambers to grade will be determined by the Public Services Director. Normally the adjustment will be made by means of an adjusting ring.

Rings for adjusting water valve chambers to grade will be **FURNISHED BY THE CONTRACTOR.**

In event of the following, the Contractor shall adjust the castings to the proposed finished grade, using brick masonry.

1. The chamber casting has previously been adjusted with an adjustment ring.
2. The chamber is located within an area of pavement to be removed and replaced.

3. The rings are not available or the rings on hand are not of proper size.

The Contractor shall notify the Cincinnati Water Works two (2) days prior to the start of the construction.

Replacement of castings broken and/or needing replacement due to no fault of the Contractor will be furnished by the City of Cincinnati Water Works and shall be obtained by the Contractor at C.W.W. Salvaged existing castings shall be delivered to C.W.W. The cost of hauling castings shall be included in the unit bid for this item.

Payment for water valve chamber adjustments will be made at the unit price bid for either Item 604, Water Valve Chamber Adjusted to Grade with Brick & Masonry or Item 604, Water Valve Chamber Adjusted to Grade with Ring.

ITEM 614 - MAINTAINING TRAFFIC

The Contractor shall maintain traffic through the project at all times. The Contractor shall adequately mark, through the use of barrels, flashing lights, portable gates and/or other devices approved by the Public Services Director, the limits of the project area and those areas of the site which are temporarily closed to traffic. They shall post streets the streets No Parking tomorrow or its equivalent no later than 2:00 p.m. on the day prior to beginning work.

During the course of the normal working day, the Contractor shall insure the safety of the public by providing a sufficient number of flaggers to assist the traffic flow through the construction area. If, at the completion of the normal working day, any trench for pavement construction and/or construction of proposed sewer has not been completely backfilled and restored, a temporary cover, such as a metal plate or another approved device, shall be placed over that portion of the trench remaining open.

During the removal of the asphalt wearing course, the repair of the base pavement and/or the construction of the asphalt courses for the roadway, the Contractor will be permitted to close one lane of pavement while maintaining traffic in the other lane on an alternating flow basis. The closing of the lane to traffic will be permitted during the above operations and for the periods of time consistent with the requirements of the specifications for the protection of the completed asphalt courses.

Colerain Township Public Services Department requires a notification call (385-7502) of the streets being posted by 4:00 p.m. the same day it is posted. It shall be the Contractor's responsibility to strictly adhere to all applicable sections for the maintenance of traffic, public safety and public convenience as set forth in the O.D.O.T. "Construction and Material Specifications" and the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways". The Contractor will not be permitted to begin any phase of work until the required standard barricades, warning signs, etc. are in the proper position. The devices provided for this requirement must be in first class condition.

Faces of construction signs, barricades, vertical panels and drum bands shall be reflectorized with type "G" sheeting, complying with the requirements of 730.19.

Payment for the above work, including cost of interim materials, signs, etc., will not be a separate pay item but shall be included in the unit prices bid for other project items.

PROTECTION OF RESTORED SOIL AREAS

In those areas to be restored by Seeding & Mulching or Sodding, the Contractor shall adhere to the watering requirements as specified in the pertinent sections of the C&MS.

In addition to these specifications, at the time the seeding or sodding is placed, the Contractor shall be responsible for the notification of the abutting property owner as to the required future maintenance of these areas, i.e. watering, after the completion of the Contractor's responsibility. The Public Services

Director will furnish an informational form letter to the Contractor and the Contractor shall be responsible for the reproduction and delivery of the form to each of the affected properties. Failure on the part of the Contractor to deliver said forms may be determined by the Public Services Director to be sufficient cause to extend the period of time for which the Contractor is responsible for the proper watering of the area, at NO additional cost to the project.

Any costs involved in the distribution of the forms will not be a separate pay item and shall be included in the unit prices bid for the other pertinent items.

ITEM 659 - SEEDING AND MULCHING and/or

ITEM 660 - SODDING and/or

ITEM SPL - SEEDING AND EXCELSIOR MATTING

Within the construction limits as shown on the plans or as modified by the Public Services Director, the Contractor shall restore all disturbed earth areas with topsoil meeting the requirements of Item 653 and Seeding and Excelsior Matting in accordance with Item SPL, or seeding and mulching in accordance with Item 659 or sodding in accordance with Item 660. The type and limits of the restoration shall be as designated on the plans or as directed by the Public Services Director.

The earth area shall be excavated to a depth to allow a layer of topsoil, which will be at least three inches (3") in depth when compacted, to be spread so that the surface of the seeded or sodded area after facing will conform to the grade indicated in the plans or as directed by the Public Services Director.

Commercial fertilizer (12-12-12) applied at the rate of twenty (20) pounds per one thousand (1,000) square feet shall be incorporated into the areas to be seeded or sodded as per 659.08 and 660.04.

The costs of preparing the earth area for the topsoil, furnishing and placing the topsoil and furnishing and placing the commercial fertilizer shall be included in the unit price bid for the pertinent Item SPL, 659, and/or 660.

For Item 659, the seed mixture and the rate of sowing shall be stipulated in Section 659.09.

Should the specification requirements for watering be inadequate due to dry weather and soil conditions at the time the seed and sod are placed and up to the time the project is accepted by the Township, the Public Services Director may require additional watering over and above the Specification requirements. When so directed, additional water applications shall be repeated as often and in the quantities deemed necessary by the Public Services Director. Watering over and above specification requirements shall be paid for separately at the unit price bid per thousand gallons applied as specified in the change order that the Public Services Director will issue in regards to the watering requirement for this project.

Any disturbed areas outside of the construction limits shall be restored at the Contractor's expense.

Payment for the above work will be made at the unit price bid per square yard for Item 659, Seeding and Mulching; Item 660, Sodding; or Item SPL, Seeding and Excelsior Matting.

REMOVAL OF EXISTING CURB OR CURB & GUTTER

The Contractor shall note that, where the plans require the removal of existing curb or curb and gutter, the replacement of the curb or curb and gutter or the paving operations shall be scheduled so that a **MINIMUM** time period is allowed between the removal operation and the replacement operation. The Contractor **MUST** take any and all measures to provide adequate and sufficient drainage during the period of time that no curb

or curb and gutter exists, including, but not limited to, the installation of pipes or the construction of temporary curbs. The Contractor **WILL** be solely responsible for and liable for any and all damage that is attributable to inadequate measures taken to provide for proper and adequate drainage.

The cost of providing the necessary drainage measures **WILL NOT** be a separate pay item and shall be included in the unit prices bid for the pertinent items.

ITEM 609 - CONCRETE CURB REPAIR

This item shall include all labor, equipment and material necessary to saw cut, remove and dispose of existing curb, construct the replacement curb, and restore the adjacent grass areas with topsoil and sod.

The replacement curb shall, in general, match the existing curb as to line and grade. However, the Contractor shall grade the new curb so as to drain in conformance with the drainage patterns of the street.

Existing contraction joint pattern shall be maintained, but the maximum spacing between contraction joints shall be ten (10) feet. Expansion joints shall be constructed on a maximum spacing of thirty (30) feet. Where replacement curb begins or ends at the existing expansion joint, the Contractor shall install new expansion joint material, the cost of which is to be included in the unit price bid for the curb repair.

Finish of the replacement curb shall be a light brush finish.

The Contractor shall note that the concrete curb details as shown on the plans may be modified by the Public Services Director in the field in order to properly match the various dimensions of the existing curb which is to be removed.

Payment for the above work will be made at the unit price bid per linear foot for Item 609 - Concrete Curb Repair.

Section D. Financial Arrangements and Insurance

The steps listed below are specified in Section 153.54 of the O.R.C., unless otherwise stated:

1. Each Bidder who submits a Proposal for this project must complete and include one of the following forms: "Bid Guarantee and Contract Bond", included as Part III, B (1) **OR** the "Cash Equivalent Form", included as Part III, B (2). If the Part III, B (1) form is submitted, the Surety Bond shall be for the full amount of the Proposal price submitted. If the Part III, B (2) form is submitted, the check or letter of credit shall be for ten percent (10%) of the Proposal price submitted.

2. The Bid Guarantee submitted by Bidders who are not awarded the Contract shall be returned to them at the time the Contract is signed with the successful Bidder.

3. If the Bidder who is offered the Contract refuses to sign it for any reason other than those provided in Sections 9.31 and 153.54 (G) of the O.R.C., the Township shall lay claim on the Bid Guarantee submitted for an amount not to exceed ten percent (10%) of the Proposal price of that Bidder.

4. The Bidder who is offered the Contract must provide a Performance Bond in an amount equal to the Contract price. If a Surety Bond in the amount of the total Proposal price was submitted as the Bid Guarantee [Part III, Section B (1)], this Surety Bond will be converted into the Performance Bond. If a check or letter of credit was submitted as the Bid Guarantee [Part III, Section B (2)], a Surety Bond [Part III, Section B (1)] in the total amount of the Contract price must be submitted as the Performance Bond and the check or letter of credit will be returned to the Bidder.

5. In accord with ORC 9.311, the Bid Guarantee and Contract Bond and the Performance Bond shall include a statement that the Surety issuing said Bond(s) is authorized to execute Bonds in the State of Ohio and that the liability incurred by issuing said Bond(s) is within the limits of ORC 3929.121. Failure of the Surety to include this statement shall NOT cause the bid to be rejected if the Surety provides evidence that the Surety is authorized to execute Bonds in the State and that the liability incurred is within the limits of ORC 3929.121.

6. The Contractor shall have full responsibility for the safety of all employees, all subcontractor(s) and/or material supplier(s), all employees of subcontractor(s) and/or material supplier(s) and the traveling public within the project limits. The Contractor shall also be responsible for the integrity and safety of all private properties within the project limits and for the safety of all persons and vehicles moving through the private property within the project limits. Project Limits shall be determined as areas within the construction zones as defined by construction signing and other areas where the Contractor(s), in the course of work on the project, have altered and/or modified existing conditions.

Accountability by the Contractor for the items noted above shall commence upon the date that work commences on the project and shall terminate upon the acceptance date of the project by the Township as defined in Section III, Part K (4).

The Contractor shall hold the Township and all of its personnel harmless against claims of negligence. The Contractor shall provide the Township with copies of the insurance policies providing the coverages shown in subsection ten (10) below.

7. If, at any time after entering into the Contract, the Contractor fails to pay workers, material suppliers, or Subcontractors, the surety for the Performance Bond shall be subject to paying such bills in accord with Section 153.56 of the O.R.C. If the Contractor fails to pursue the work in a satisfactory manner, the Township may apply to the surety to complete the project in accord with Sections 153.17, 153.54 © or 5555.68 of the O.R.C. or Item 108.08 of the Ohio Specifications.

8. In accord with Sections 153.12 and 153.14 of the O.R.C., the Township shall make payments to the Contractor as the work progresses. Not more than ninety-two percent (92%) of the value of completed work shall be paid at any time prior to completion of fifty percent (50%) of the total project after which, the full

amount of additional estimates of progress shall be paid. The Contractor may submit bills to the Township for up to ninety-two percent (92%) of the cost of materials delivered to the project site but not yet incorporated into the construction.

9. In accord with Section 153.14 of the O.R.C., the Township shall make payments on such estimates within thirty (30) days of approval by the Public Services Director.

10. All money withheld from payment on the periodic estimates of work completed **may** be deposited into an escrow account mutually agreeable to the Contractor and the Township, as required by Section 153.63. The net income of money so held shall accrue to the benefit of the Contractor, as set forth in the Escrow Agreement [Part IV, Section D (1)]. This Escrow Agreement **may be waived** by the Contractor and the Township signing the Waiver of Escrow [Part IV, Section D (2)].

INSURANCE REQUIREMENTS

GENERAL
It shall be the responsibility of the Contractor to protect all life and property, and to protect themself, Subcontractors and Colerain Township from liability claims which may arise from operations carried out in the performance of this Contract.

The Contractor shall secure Workmen's Compensation Insurance, Commercial General Liability Insurance, and Comprehensive Automobile Liability Insurance as described in the State of Ohio Specifications, Sec. 107.14.

Insurance coverage in the minimum amounts set forth below shall not be construed to relieve the Contractor from liability in excess of such coverage.

Insurance may not be changed or canceled unless the Insured and the Colerain Township Public Services Director are notified in writing not less than thirty (30) days prior to such change or cancellation. If any part of the Contract is sublet, the Contractor is responsible for the part sublet being adequately covered by Insurance specified herein.

In the event that the Contractor provides evidence of insurance in the form of Certificates of Insurance, valid for a period of time less than the period during which the Contractor is required by terms of this Contract to maintain insurance, said Certificates shall be acceptable, but the Contractor shall be obligated to renew their insurance policies as necessary and to provide new Certificates of Insurance from time to time, so that the Public Services Director is continuously in possession of evidence that the Contractor's insurance is in accordance with the foregoing
provisions.

Section D. Financial Arrangements and Insurance

In the event that the Contractor fails or refuses to renew their insurance policies, or the policies are canceled or terminated, or if aggregate limits have been impaired by claims so that the amount available is under the minimum aggregate required by $500,000.00 or more, or modified so that the insurance does not meet the requirements of this item, the Public Services Director may refuse to make payment of any further monies due under this Contract.

PROOF OF COVERAGE

Two (2) certified copies of the required insurance policy/policies **and** two (2) copies of the Workmen's Compensation Certificate(s) or the Certificate(s) of Ohio Industrial Commission approval shall be delivered to the Colerain Township Public Services Director, 4160 Springdale Road, Cincinnati, Ohio 45251. The above referenced copies **should** be delivered at the time the Contract is signed by the Contractor, but **must** be delivered prior to the scheduling of a Pre-Construction Meeting or the commencement of any work under this Contract.

All Proof(s) of Insurance submitted to the Public Services Director shall clearly set forth all exclusions and deductible clauses.

The Proof(s) of Insurance coverage provided by the Contractor(s) to the Office of the Public Services Director in conjunction with this Contract shall include a Certificate and/or Endorsement naming Colerain Township as an Additional Insured under the policy/policies.

WORKMEN'S COMPENSATION INSURANCE

The Contractor shall obtain Workmen's Compensation Insurance for all of the Contractor's employees employed under this Contract. In case any work is sublet, the Contractor shall require the Subcontractor(s) similarly to provide Workmen's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection provided by the Contractor. Self-insurers shall furnish Ohio Industrial Commission approval as such to the Public Services Director.

COMMERCIAL GENERAL LIABILITY INSURANCE

The **minimum** limits of liability for this insurance shall be as follows:

General Aggregate Limit	$3,000,000.00
Products - Completed Operation Aggregate Limit	$3,000,000.00
Personal and Advertising Injury Limit	$3,000,000.00
Each Occurrence Limit	$3,000,000.00

The above minimum coverages may be obtained through primary insurance or any combination of primary and umbrella insurance. In addition, the General Aggregate Limit shall be required on a per project basis.

COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

The Comprehensive Automobile policy shall cover owned, non-owned, and hired vehicles with **minimum** limits as follows:

Bodily Injury & Property Damage Liability Limit Each Occurrence	$3,000,000.00

OTHER INSURANCE

The Contractor shall also obtain, as necessary, the types of insurance in the amounts specified herein and as described in the State of Ohio Specifications.

When Standard Public Liability and Property Damage Insurance Policies do not cover special hazards such as accidents arising from operation of trucks and automobiles off the site of the work, separate Motor Vehicle Personal Injury and Property Damage Insurance, including hired carrier Endorsement and Non-Ownership coverage, shall be taken out by the Contractor in all cases where such hazards may be involved.

Section E. Labor Costs and Reports

1. The Contractor and any Subcontractor(s) that may be engaged, shall comply with every pertinent section of Chapter 4115 of the O.R.C. entitled "Wages and Hours on Public Services". A summary of these requirements is given in Part IV, Section E.

2. The Contractor shall pay all workers on the project not less than the minimum wages and benefits prescribed for the various trades by the Ohio Department of Industrial Relations during the life of the Contract. If the project involves Federal funding, the Federal requirements for wages and hours shall prevail.

3. Part IV, Section E also gives the minimum wages and benefits for various trades which were required at the time of publication of this document. The Bidder must be aware that these rates may change by the time the Contract is awarded, and that the rates in effect at that time must be paid.

4. The Contractor shall post a list of the prevailing wage rates on the project site, pay all wages earned at the end of each week, and submit a copy of each weekly payroll to the Public Services Director.

5. Failure to pay the prevailing wages, or violation of any requirement of Chapter 4115 of the O.R.C. shall be considered a breach of the Contract, and the Surety guarantee of the Contract may be invoked.

Section F. Preparation of Proposal Price

1. The Public Services Director has prepared a careful estimate of the quantities of the various types of work and materials involved in the completion of this project. This data is shown on the Bid Tabulation sheet which accompanies the Proposal form (Part III, Section C).

2. The Township does **NOT** guarantee that the quantities shown are correct. Therefore, the actual amounts of work to be performed or materials required under each item of work may vary from those shown.

3. The Bidder shall establish a price for each item of work listed on the Bid Tabulation form (Part III, Section C). Where lump sum is indicated, the Bidder shall submit an all-inclusive price for the item. Where units are indicated, the Bidder shall submit an all-inclusive price per each unit of the item. In all cases, unless otherwise stated on the Bid Tabulation form, the all-inclusive prices presented shall include all labor, equipment and materials.

4. If the Special Provisions (Part II, Section C) and the Bid Tabulation (Part III, Section C) invite bids on alternate ways of performing the work, the Bidder shall submit a total price for completing the work by one or more such alternate.

5. CONTINGENCY ITEM: A contingency amount is included on the Bid Tabulation forms. The Public Services Director will use this amount to cover changes to or additions of work directly relevant to the completion of the work in the Contract. The Public Services Director will issue a Change Order per the Contract for any and all work to be compensated utilizing the Contingency amount prior to the commencement of the work.

The Contingency amount will be available throughout the Contract and will be authorized through the required Change Order(s), but will only be dispensed if and when the need arises. If some or all of the Contingency amount is not expended during the Contract, the remaining Contingency amount will accrue to Colerain Township and NOT to the Contractor.

6. In accord with Section 102.13 of the Ohio Specifications, any Proposal may be rejected if the prices bid for various items of work appear to be unbalanced. When the question of unbalancing occurs, the Public Services Director reserves the right to request justification for the price bid before awarding the Contract.

7. The Contractor shall be paid for work completed, as explained under Financial Arrangements and Insurance (Part II, Section D), on the basis of a) the number of units actually completed multiplied by the pertinent unit price bid for that item and b) the total price bid for each "Lump Sum" activity completed. Unless otherwise amended according to the provisions of this Contract, the total amount paid shall not exceed the total Proposal price.

8. When it is deemed necessary, in the opinion of the Public Services Director to increase or decrease quantities of items of Bid Work or to add non-bid items of work, this shall be accomplished by means of Change Orders or extra work Contracts executed by both parties to the Contract. The resulting revised total price of the Contract shall, until other similar changes, be considered the total Proposal price.

9. The Bidder is cautioned to check all calculations used in arriving at unit prices, the extension of unit prices for total bid prices, and all additions with extreme care. The unit prices as presented by the Bidder shall become binding in determining total Contract price.

Section G. Contingencies

1. If the Plans or Specifications say that a task is to be done "at the direction of the Public Services Director", the Public Services Director shall give the Contractor instructions as to how to proceed, and the Contractor shall be paid for the various items of work at the unit Proposal prices for such items.

2. If completely unexpected contingencies arise, so that the Contractor cannot complete the project within the specified time or at the Contract price, the Contractor shall negotiate with the Township for additional time and/or compensation. The provisions of the O.D.O.T. C. & M. S., Section 104.02 shall be generally followed in resolving such situations. These changes must be formally approved by the Board of Trustees or Administration prior to execution of the work.

3. If new regulations affecting the project are enforced by any level of government, and these regulations create costs which could not be foreseen when the Contract was signed, the Contractor shall have the right, under Section 153.62 of the O.R.C., to negotiate revised terms of payment to cover such costs.

Section H. Opening and Evaluation of Proposals

1. The Township reserves the right to reject all Proposals and/or to waive minor irregularities which may appear in the Proposal judged to be the lowest and best.

2. At the time announced in the Notice to Bidders (Part I) for opening Proposals, each Proposal shall be opened in public and the Township shall read out the total Proposal price of each Bidder.

3. Within the next thirty days, the Township shall examine each proposal to make certain that all requirements of Part III have been properly met, to verify all calculations and price extensions, and to determine the lowest and best Proposal.

4. If no Proposal is found to be lowest and best, either because of flaws found during the analysis, or because the lowest price is more than ten percent (10%) greater than the engineers estimate, all Proposals shall be rejected.

5. The Bidder submitting the Proposal judged to be lowest and best must be prepared to demonstrate to the Township that it is capable of carrying out the project in a satisfactory manner.

6. The procedure outlined in steps 1 through 3 of Financial Arrangements and Insurance (Part II, Section D) shall be followed.

Section I/J. Events at Signing of Contract

1. After all steps in Section H have been completed, the Township shall notify the successful Bidder of the time and place for signing the Contract.

2. Steps 4 through 8 of Financial Arrangements and Insurance (Part II, Section D) shall become operative.

3. The Township shall furnish the Contractor with the information about the wages and benefits which must be paid to all employees of the Contractor and any Subcontractor(s) on the project.

4. If the Bid Tabulation included alternative procedures, the Township shall notify the Contractor of which alternative is to be built.

5. The Contract shall be signed and executed by all parties and the surety for the Performance Bond shall be notified in writing by the Township.

Section K. Events After Signing of Contract

1. A Pre-construction meeting shall be held by the Public Services Director for the Contractor and other interested persons to thoroughly discuss the plan of action to be followed in carrying out the project. At this meeting, the Contractor shall give the Public Services Director the name, address, and telephone number of every Subcontractor expected to be used on the project. No work shall be commenced by the Subcontractor until the necessary affidavits are submitted, reviewed, and approved by the Public Services Director.

2. Before construction may begin on the project site, the Contractor shall:

(a) Consult with the Public Services Director on the implementation of the traffic control system(s) which shall be used during various stages of the project.

(b) Advise the Ohio Utility Protection Service, and each utility company that has facilities in the vicinity of the project site, that construction will begin on a specific date, and request that each one take steps to mark the location of each item of its facility in the field, and to take steps to protect the integrity of its facility.

(c)

Work with the Public Services Director to establish routes for moving heavy equipment and materials to and from the project site in order to protect the integrity of highway pavements and bridges. If any pavement or bridge not on an approved route is damaged by the movement of equipment or material related to this project, the Contractor shall be liable for the cost of repairing same without reimbursement.

(d) Obtain from the Township a Certificate of Exemption from Ohio Sales Tax which might be levied on materials used in this project.

(e) Submit to the Public Services Director an inventory of all significant equipment which is in use on the job site. This inventory must be corrected each time a piece of such equipment is brought to, or removed from, the job site. The Public Services Director will not recognize time charges for any equipment which is not on the current inventory list.

(f) Obtain from the Township a "Notice of Commencement" for the project and furnish a copy of this notice to **all** supplies, subcontractors and **all** other necessary parties, e.g. the Bond Surety.

3. The Contractor and any Subcontractor(s) shall follow instructions under Labor Costs and Reports (Part II, Section E) in detail.

4. Partial payments for work completed shall be made as described under Financial Arrangements and Insurance (Part II, Section D).

5. The Contractor is advised that Federal and State of Ohio Laws, Regulations and Rules regarding safety and welfare of employees, and others, pertains to this project, and require that the pertinent provisions of same be satisfied during the conduct of the work, by the contractor.

The Contractor is advised that the Township's representative(s) on this project is protected by all applicable Federal, State and local laws, regulations and rules regarding the safety and welfare of employees, especially Federal or State OSHA and Ohio Industrial Commission, and specific safety requirements of the Ohio Bureau of Worker's Compensation relating to construction (ORC 4121:1-3). This agreement requires that all pertinent provisions of same shall be satisfied during the conduct of the work. The Public Services Director specifically reserves the right to remove their representative(s) from the project at any time without prior notice, if the failure to comply with these regulations places their representative(s) at risk.

While the Inspector is removed from the project due to safety reasons, the Contractor will **NOT** be paid for items completed without the Inspector's verification.

6. The Contractor shall meet all pertinent requirements of the Ohio Environmental Protection Agency relating to air and water pollution and the handling of solid

materials.

7. The Contractor shall complete the project in a neat and workmanlike manner in accord with the Plans and Specifications. All work shall be inspected and approved by the Public Services Director.

8. After the Public Services Director has given final approval on the project, the contractor shall provide written evidence that every worker, Subcontractor, and material supplier has been paid in full before the Township makes the final payment on the project.

Section L. Final Acceptance of Project

1. After notification of the Public Services Director by the Contractor that the Contract work has been completed, the Public Services Director shall schedule an inspection of the total project. At the Contractor's option, a representative of the Contractor may be present during this inspection. The Public Services Director shall prepare and submit to the Contractor a list of the deficiencies, if any, on the project. After the required corrections/modifications have been made by the Contractor and the Public Services Director so notified, a final inspection shall be scheduled by the Public Services Director. Should the first inspection mentioned above result in **NO** deficiencies being found, then that inspection shall be considered the final inspection.

2. After the satisfactory completion of the final inspection, i.e. **no** deficiencies found during the inspection, the Public Services Director shall notify the Contractor of said completion. The Contractor shall then provide written evidence that every worker, subcontractor and material supplier has been paid in full. Upon receipt of this information by the Public Services Director, the contract work shall be considered to be approved.

3. The Contractor may then submit, in writing, a request for the release of the Performance Bond and the Contractor shall, as applicable, submit the two (2) year Maintenance Bond for the Item 448 material.

It shall be noted that the obtaining of the release by the Public Services Director of the Performance Bond and/or the Maintenance Bond is the responsibility of the Contractor.

4. The Public Services Director shall determine the As-Built Quantities for the project and shall prepare a Final Acceptance Letter for the Contractor's signature.

5. The date of the signing of the Final Acceptance Letter by the Contractor shall be considered to be the Final Acceptance Date of the project by the Township.

6. Based upon the As-Built Quantities listed in the Final Acceptance Letter, the Public Services Director shall proceed to make a final payment to the Contractor for the project.

SPECIFICATIONS FOR RESURFACING

SCOPE OF WORK

The contractor shall provide all tools, equipment, labor, maintenance of traffic and materials necessary to resurface, including all necessary work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

RESURFACING

The following streets are to be resurfaced with Item 448 Asphalt Concrete Surface Course, Type 1, (448) PG 64-23 with a minimum compacted depth of one and one half inches (1.5"). Item 448 Asphalt Concrete Intermediate Course, Type 1, (448) PG 64-23 (Scratch) with a minimum compacted depth of one inch (1")

RESURFACING AND PREPARATORY WORK

All streets and locations must be cleaned and loose material removed as per 401.12 State Department of Transportation Construction and Material Specifications before the resurfacing material is applied.

All manholes or valve chambers shall be adjusted before resurfacing. All adjusting rings must fit tight to prevent movement or rattles.

ORDER OF WORK

The Chronological order in which the work phases shall be done on streets are as follows: (or as directed by the Public Services Director) 1) Sawcut and remove existing curb and curb replacement & catch basin reconstruct 2) rotomilling, full and partial depth pavement repairs, as directed 3) scratch course resurfacing (only to proposed face of gutter plate limits or to the curb limits as directed by director) 4) storm and sanitary sewer manhole adjustments and surface course resurfacing.

ITEM 442 SUPERPAVE ASPHALT CONCRETE

- **442.01 Description**
- **442.02 Type A Mix Design**
- **442.03 Type B Mix Design**
- **442.04 Asphalt Binder**
- **442.05 Quality Control**
- **442.06 Compaction**
- **442.07 Acceptance**
- **442.08 Basis of Payment**

442.01 Description. This work consists of gyratory mix design, material, and quality control requirements for constructing a Superpave asphalt concrete pavement surface or intermediate course. The asphalt concrete pavement course consists of aggregate, and asphalt binder mixed in a central plant and spread and compacted on a prepared surface.

The requirements of Item 441 apply, except as modified by this specification.

442.02 Type A Mix Design. Design the mixture composition for a Type A mix according to 441.02 and the most recent *Asphalt Institute Superpave Mix Design Manual* (SP-2) for design procedures and material properties except as modified by this subsection. Include in the JMF submittal the standard Department cover and summary page; all printouts from the gyratory compactor (all gyratory points not necessary); and analysis covering the required mix properties. Submit one compacted gyratory sample and loose mix for compaction of another sample, in addition to a 5-pound (2000 g) loose sample, for each JMF.

The Contractor may use the Marshall flow test in design as an indicator of potential for excess tenderness.

Set the design gyrations according to the lane current average daily truck traffic (Lane ADTT) as follows unless otherwise shown on the plans:

$$\text{Lane ADTT} = \text{Current ADT} \times T_{24} \times 0.45$$

Where:

Current ADT = current average daily traffic count from the plans

T_{24} = percent trucks per day from the plans

TABLE 442.02-1 GYRATION LEVEL AND MATERIAL REQUIREMENTS

Lane ADTT	Nini	Ndes	Nmax	Coarse Aggregate Angularity	Fine Aggregate Angularity	Flat and Elongated Particles	Sand Equivalent
<4000	7	65	105	95/90	44	10	45
>4000	7	65	105	100/100	44	10	50

If multiple N_{des} exist due to a multiple section project, etc., apply the lower design gyrations unless otherwise shown on the plans.

Submit aggregate to be used to the Laboratory for approval a minimum of 3 weeks before submitting a JMF for approval.

If fine aggregate is from crushed carbonate stone or air-cooled blast furnace slag, the Department will not require the fine aggregate angularity (FAA) test. The Department will allow a blend of a material not meeting the FAA with a material that meets the FAA, but calculate the FAA result based on the individual Department FAA results and actual blend percentages. The Department must approve blends.

The restricted zone does not apply. Use control points according to SP-2, except as specified in Table 442.02-2.

TABLE 442.02-2 AGGREGATE GRADATION REQUIREMENTS

Sieve Size	9.5 mm mix (% passing)	12.5 mm mix (% passing)	19 mm mix (% passing)
1 1/2 inch (37.5 mm)			100
3/4 inch (19 mm)		100	85 to 100
1/2 inch (12.5 mm)	100	95 to 100	90 max
3/8 inch (9.5 mm)	90 to 100		
No. 4 (4.75 mm)	70 max		
No. 8 (2.36 mm)	32 to 52	32 to 45	28 to 45
No. 200 (75 µm)	2 to 8	2 to 8	2 to 6

Ensure that the F/A ratio is a maximum of 1.2. Use a 2-hour cure in design process.

If more than 15 percent fine aggregate not meeting FAA is used, perform a loaded wheel test (LWT) according to Supplement 1057. To estimate a LWT sample mix volume, use the bulk density from gyratory specimens at Ndes. Results less than 0.20 inch (5.0 mm) at 115 °F (46 °C) are considered passing.

The Contractor may use reclaimed asphalt concrete pavement according to 401.04 in surface courses or up to 20 percent in intermediate courses. Test design volumetric properties at N_{des}. Test N_{max} for the required criteria. Ensure that the VMA is not less than the minimum values of Table 442.02-3.

TABLE 442.02-3 VMA CRITERIA

Mix	VMA (percent minimum)
9.5 mm	15

12.5 mm	14
19.0 mm	13

442.03 Type B Mix Design. Apply the mix design specified in 442.02 for a Type A mix except as modified by this subsection:

Modify the Coarse Aggregate Angularity of Table 442.02-1 according to Table 442.03-1.

TABLE 442.03-1

Lane ADTT	Coarse Aggregate Angularity
<4000	65/65
>4000	75/70

Ensure that at least 50 percent by weight of virgin fine aggregate is aggregate meeting FAA or is crushed carbonate stone or air-cooled blast furnace slag. Modify the No. 8 (2.36 mm) sieve requirement for a 12.5 mm mix in Table 442.02-2 to 34 to 40 percent. Apply an F-T value of +2 according to 441.02 and 441.09.

442.04 Asphalt Binder. Use a PG 70-23M asphalt binder for surface courses and a PG 64-28 asphalt binder for intermediate courses.

The minimum total asphalt binder content for a surface course is 5.7 percent.

442.05 Quality Control. Conform to 441.09, except as specified in this subsection. Ensure that plant operation and quality control testing conform to the Contractor's Quality Control Program (QCP).

Use a gyratory compactor conforming to the requirements of Superpave and verified by FHWA. If the gyratory compactor was moved to the plant before production, calibrate it and present the results to the DET. Condition samples for air voids for 2 hours.

Determine bulk gravity for air voids determination on specimens compacted to N_{des}. Once each day for the first 3 production days, and once each third production day thereafter compact one set of specimens to N_{max}. Ensure that density at N_{max} is less than 98.0 percent of MSG. The Department will not allow production to continue if N_{max} is greater than or equal to 98.0 percent of MSG unless acceptable corrections and retest are made.

If the design gradation requires an LWT test, take a sample sufficient to compact one LWT test beam once each day for the first 3 days and test it according to Supplement 1057. The Contractor may perform the LWT test in the Contractor's Level 2 laboratory, but must compact the sample beam the same day the sample was taken, cure it overnight, and test it the following day. Give the test result and beam density to the DET the day of the LWT test. Report the LWT data on the Quality Control Report.

At least once a week, the Department monitor will instruct the Contractor to obtain asphalt binder samples. Take two 1-quart (1 L) asphalt binder samples for each asphalt binder type used. Take these samples between the last piping "Tee" in the line and the inlet into the asphalt plant. Label the samples with the asphalt binder type, supplier, project number, and date. Retain them in the plant laboratory for future reference by the Department. Hold these samples until otherwise notified by the Department monitor.

442.06 Compaction. If the rollers are staying far behind the paver on a mix at normal compaction temperature, it is an indication of a tender, rut prone mix, and may be justification for the Department to require a redesign.

442.07 Acceptance. The Department will base acceptance of the asphalt concrete mix on the item specified in the Contract (i.e., Item 446, Item 448).

442.08 Basis of Payment. The Department will pay for accepted quantities at the contract prices as follows:

Item	unit	Description
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type A (446)

442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type B (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type A (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type B (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type A (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type B (446)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 9.5 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 9.5 mm, Type B (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 12.5 mm, Type B (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Surface Course, 9.5 mm, Type B (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type A (448)
442	Cubic Yard (Cubic Meter)	Asphalt Concrete Intermediate Course, 19 mm, Type B (448)

BUTT JOINTS

Butt joints shall be formed at the limits of surface course in roads previously surfaced with asphalt by removing the existing asphalt to match the resurfacing depth and tapering the surface course to the existing surface in a distance that provides an acceptable profile. All cross streets shall be resurfaced back to the curb returns, with a butt joint unless otherwise directed (see listing for locations of butt joints). Butt joints are not to be a separate pay item, cost shall be included in Item 448 Asphalt Concrete Surface Course, Type 1, (448) PG 64-23

ITEM 407 - TACK COAT: Trackless

This item shall consist of applying Item 407 - Tack Coat at a rate of 0.10 Gal./Sq. Yd. as described in ODOT - C & MS 406.

No separate payment will be made for this item, the cost of which shall be included in Item 448 Asphalt Concrete Surface Course, Type 1, (448) PG 64-23

In accordance with 407.06 of the specifications any areas exposed to traffic after application of the bituminous material shall, at the discretion of the Public Services Director, have sufficient dry coverage aggregate applied to prevent pickup or tracking. The cost of any cover aggregate use is to be included in the 402 and/or 448 Items.

All turnarounds shall be resurfaced regardless of type.

All contact surfaces of curbing, gutters, manholes, and other structure shall be painted with a thin uniform coating of bituminous material prior to the 448 course being placed against them as per Section 401.12 of the Specifications. The cost is to be included in the unit price bid for Item 448 Asphalt Concrete Surface Course, Type 1, (448) PG 64-23

All edges of the newly placed 448 course shall be sealed after resurfacing, both at the curbs and at the beginning and end of the new surface. Sealing shall be made with asphalt cement meeting specifications as that used in Item 448. The cost is to be included in the unit price bid for Item 448 Asphalt Concrete Surface Course, Type 1, (448) PG 64-23. All edge sealing shall be accomplished within five (5) days after placement of the 448 Item.

ITEM 452 - 7" PLAIN PORTLAND CEMENT CONCRETE PAVEMENT

The work under this item generally consists of replacing existing concrete driveways removed to facilitate the roadway improvement. The Contractor shall construct the new driveway according to the size, shape and location as indicated on the plans, unless otherwise directed by the Public Services Director. This item also includes the shaping and preparing of the subgrade, as necessary, and the furnishing, placing, finishing and curing of the concrete.

Payment for the above work will be made at the unit price bid per square yard for Item 452, 7" Plain Portland Cement Concrete Pavement.

ITEM 604 - MANHOLES ADJUSTED TO GRADE

This item shall include the adjustment to grade of storm and sanitary manholes as detailed below:

Storm sewer manholes shall be adjusted to final pavement grade using shim rings supplied and installed by the contractor for the unit price bid for:

In the event shim rings cannot be used, adjustments shall be made with brick and mortar.

ITEM	DESCRIPTION	UNIT
604	Storm Manhole Adjusted to Grade With Shim Ring	Each
604	Storm Manhole Adjusted to Grade With Brick and Mortar	Each

For sanitary sewer manholes, the shim rings and standard castings required to make the needed adjustments may be picked up at Metropolitan Sewer District Maintenance Facility located at 235 W. Galbraith Road after forty-eight (48) hours' notice. Written authorization from Colerain Township must be presented before any shim rings or castings will be issued. The statement should include the number and size of rings being requested along with a list of the streets where they are to be installed. All used, sub-standard and damaged shim rings and castings removed from manholes during the adjustment process must be returned to the above mentioned MSD facility.

Metropolitan Sewer District will not reimburse for materials used out of the contractor's stock unless a signed change order is sent to MSD showing that the contractor charged the municipality for the materials.

If the contractor does charge the municipality for the materials and the change order is sent, MSD will only reimburse up to the amount of MSD's cost.

Sanitary or combination sewer manholes shall be adjusted to final pavement grade using shim rings provided by MSD and installed by the contractor. This item should include labor costs only (materials = $0.00) and is to be in conformance with the City of Cincinnati Drawing Add. No. 49058-A.

In the event shim rings cannot be used, adjustments shall be made using pre-cast concrete rings.

Work will be paid for at the unit price bid for:

ITEM	DESCRIPTION	UNIT
604	Sanitary Manhole Adjusted to Grade with Shim (Ring)	Each
604	Sanitary Manhole Adjusted to Grade with pre-cast concrete ring and mortar	Each

SPECIFICATIONS FOR PARTIAL DEPTH REPLACEMENT

SCOPE OF WORK

The contractor shall provide all tools, equipment, labor, maintenance of traffic and materials necessary to make partial depth repairs, including all necessary work incidental thereto the following tabulated streets in Colerain Township, Hamilton County, Ohio.

PARTIAL DEPTH REPLACEMENT

POLYMERIZED EMULSION CONCRETE PAVEMENT JOINT REPAIR

DESCRIPTION

The Polymerized Emulsion Concrete Pavement Joint Repair System shall consist of furnishing, preparing and systematically applying a polymerized bituminous emulsion, aggregates and asphalt concrete to concrete pavement fractures, joints and imperfections as specified in the proposal. The applied materials shall completely fill the entire cavity and provide an aggregate wearing surface.

MATERIALS

The asphalt emulsion employed in this specification consist of a highly polymer modified bituminous binder which has been prepared using sufficient quantities of polymers and additive to impart a finished product having superior elastic and adhesive/bonding properties.

EMULSION:

EMULSION PROPERTY	MIN	MAX	TEST METHOD
VISCOSITY, 123ºF (S.F. sec)	50	400	ASTM D 244
DEMULSIBILITY (%)	40	-	ASTM D 244
PERCENT SOLIDS (%)	68	-	ASTM D 244
PARTICLE CHARGE	POSITIVE		ASTM D 244
STORAGE STABILITY, 24 hrs (%)	-	1	ASTM D 244
SIEVE, #20 mesh (%)	-	0.1	ASTM D 244

RESIDUE PROPERY *	MIN	MAX	TEST METHOD
PENETRATION, 100g, 5 sec, 25ºC (dmm)	80	120	ASTM D 5
SOFTENING POINT (ºC)	65	90	ASTM D 36
DUCTILITY, 4ºC (cm)	45	-	ASTM D 113
ELASTIC RECOVERY, 4ºC, 10 cm (%) **	70	-	ASTM D 6084-04
FORCE DUCTILITY @ 4ºC, 30 cm (lb/cm^2)***	-	6	ASTM D-113[1]
ELONGATION, 4ºC (%)	1000	-	ASTM D 113

* By distillation.

** The specimen is extended 10 cm. The extended area is severed in the middle using a pair of shears. After 1 hour, at the test temperature the severed ends are returned to contact and the ductilometer reading is made again. The sample must recover at least 75 percent of the original 10 cm distance or to a length of 2.5 cm or less.

***[1] A standard ductility apparatus is modified by the addition of a load cell. The load cell is calibrated in pounds per square centimeter. The sample is extended to a length of 30 cm and the force required is recorded at 1 cm intervals. It should not exceed the stated limit of 6 lb/cm^2 over this range.

AGGREGATE

The aggregates employed in this process shall provide a durable wearing surface while providing for the proper blend of aggregate and emulsion mixtures for filling pavement joints and potholes. Selection shall be made to achieve the proper design for the intended pavement.

All aggregates used shall be 100% crushed and meet the gradation parameters as outlined below and the quality requirements of the department's material specifications.

	Sieve Size	% Passing
(Type A Gradation)	3/8	100
	4	90-100
	8	0-20
	16	0-10

ASPHALT CONCRETE

Item 448 asphalt concrete shall be used in combination with polymerized emulsion for the repairing of larger joints and potholes as stated in the pavement repair method.

CONSTRUCTION REQUIREMENTS

WEATHER LIMITATIONS

The pavement repair shall not be performed when the atmospheric temperature is less than 40 degrees F. Minimum pavement surface temperature shall be 40 degrees F during material application. Materials shall not be placed if impending weather conditions are such that proper curing may not be obtained.

EQUIPMENT

All equipment required for performance of the work shall be subject to approval of the engineer and shall be maintained in a satisfactory operating condition. In addition to equipment described herein, the contractor shall furnish squeegees, lutes, compactors and other small tools which may be essential to the satisfactory completion of the work.

AGGREGATE APPLICATION

The initial aggregate layers shall consist of #8 limestone and layered in by hand in each lift correlating with the appropriate amount of polymer modified emulsion. Each of these stone particles is to be completely covered with the liquid emulsion. Methods of injecting emulsion into the stream of aggregate, prior to placement in the cavity are not an acceptable method of placing the material. Material shall be layered into the cavity as specified. The emulsion shall show no signs of pre-breaking prior to the placement and attachment of aggregate particles. The aggregate shall make contact to the emulsion in a vertical position and will show no signs of asphalt displacement. These consecutive aggregate layers are to be brought within ½ to ¼ inch of level with the surrounding concrete surface after compaction. The finish layer shall be capped with #9 limestone and compacted once again to be completely level with the surrounding pavement surface. The finished layer of aggregate shall be contained within the area in which the repair has been made.

POLYMERIZED BITUMINOUS EMULSION APPLICATION

The polymerized bituminous emulsion shall be pumped so as not to cause excessive agitation prior to contact of pavement surface. Application of emulsion shall be applied at a temperature range of 120º F - 170º F and shall never exceed 212º F, nor shall any load be continuously reheated. The application shall be performed by placing a uniform ribbon, 4" in width ±, and a surface thickness of 1/8" to 3/16". Repeated applications may be required to allow complete filling of pavement voids. The repeated application shall be accomplished without increasing ribbon width or thickness. It is necessary to allow

adequate time for settlement pending size and depth of cavity. The completed polymerized emulsion ribbon will show no signs of settlement into the pavement structure, visually indicating that the cavity is filled. The final application of emulsion shall show no signs of vertical drainage prior to the application of cover aggregate.

SURFACE PREPARATION

Areas to be treated shall be free of all vegetation and loose or un-bound material. Immediately prior to material placement all concrete pavement joints showing deterioration shall be surface milled to a width of 12" – 24" and a depth of 2 inches. These areas shall be cleaned to maximum width and depth by use of compressed, oil-free air, at a minimum 125 CFM, and 100 P.S.I. After air cleaning there shall be no visible signs of standing moisture.

PAVEMENT REPAIR METHOD #1 (CONCRETE JOINT FILLING)

This method shall be used when filling concrete pavement joints, depressions, cold seam ravels and fractures up to 4" in depth.

1. Surface preparation as required to remove loose materials.
2. Prime existing areas with the polymerized bituminous emulsion at an application rate of .10 to .25 gallons per square yard.
3. Place the polymerized emulsion and the specified gradation of aggregate into primed area. Placement of materials shall be accomplished by injecting the emulsion and aggregate (layering) into the pavement area/cavity to be repaired. At least 90% of the aggregate shall be coated. No additional hand mixing shall be required.
4. Strike off the placed repair mixture level with adjacent pavement surface.
5. Apply emulsion to repaired area at an application rate of .20 to .30 gallons per square yard. Cover aggregate shall be applied to emulsion by the preceding cover aggregate specification.

PAVEMENT REPAIR METHOD #2 (CONCRETE JOINT REPAIR)

This method shall be used when repairing concrete pavement joints, depressions, cold seam ravels and fractures exceeding 4" in depth.

1. Follow procedures outlined above for surface preparation.

2. Prime existing areas with the polymerized bituminous emulsion at an application rate of 0.25± gallons per square yard as required.

3. Place 448 asphalt concrete in the deteriorated joint and compact with appropriate compaction equipment.

4. Following compaction, place, if required, additional 448 asphalt concrete to bring patch level to 1 inch below pavement surface and compact accordingly.

5. Apply polymerized emulsion to repaired area at an application rate of .20 to .30 gallons per square yard. Cover aggregate shall be applied to emulsion by the preceding cover aggregate specification. Complete surface seal shall be performed such that final profile is level with adjacent pavement surface.

SPECIAL NOTES

The pavement repair method utilized will vary on the conditions of each joint. The necessary milling depth will determine the appropriate method of repair. Methods of injecting emulsion into the stream of

aggregate, prior to placement in the cavity is not an acceptable method. Materials shall be layered into the cavity as specified.

FINAL CLEAN-UP

Vacuum sweeping shall be completed within three hours of material application. Initial sweeping shall remove all loose or unbound materials. All debris shall be removed from job site.

CONTRACTOR SUBMITTAL REQUIREMENTS

Certification signed by the contractor stating that all equipment used in the performance of the item of work is owned and maintained by the contactor and meets specifications. Included shall be a listing of all equipment proposed for the specified work.

Contractor shall provide a list of all key personnel employed by the contractor that will have management authority, duties or responsibilities for this item of work.

Contractor shall provide a list of all proposed material sources and corresponding test reports that demonstrate compliance with the specifications.

Contractor shall provide a Safety Plan acceptable to the engineer.

Contractor shall provide a Quality Control Plan acceptable to the engineer.

TRAFFIC CONTROL

During construction, the contractor shall be responsible for all traffic control and must maintain one-lane access to all driveways and entrances utilizing proper traffic control devices, signage, and traffic flaggers. The contractor shall adequately mark, through the use of barrels, flashing lights, portable gates, and/or other devices approved by the Engineer, the limits of the project area and those areas of the site which are temporarily closed to traffic.

METHOD OF MEASUREMENT AND PAYMENT

Polymerized Emulsion Concrete Joint Milling/Joint Filling (Square foot) - These pay items shall include all labor, materials and equipment to facilitate cleaning the existing pavement, traffic control, mix designs, construction of the specified product and any corrective work to meet acceptance.

SPECIFICATIONS FOR CURB RAMPS

SCOPE OF WORK

The contractor shall remove existing sidewalks and curbs and replace the same and install curb ramps located as listed below. It also includes all necessary and associated restorations, seeding and/or sodding (subject to the Public Services Director approval) and pedestrian and vehicular traffic maintenance.

ITEM 608 - CURB RAMPS - TYPE D WITH TRUNCATED DOME

While curb ramps have been listed by location elsewhere within contract documents, payment will be made under Item 608 Curb Ramps Square Feet, regardless of given location. The work shall be done as described and detailed on ODOT Standard Drawing Dated 10-15-10.

Payment under this item will cover the cost of the work required to produce shapes and slopes in the seven-inch (7") concrete sidewalk.

ITEM	DESCRIPTION	UNIT
608	Curb Ramps Type D with Truncated Dome	S.F.

SPECIFICATIONS FOR FULL DEPTH RIGID AND/OR FLEXIBLE PAVEMENT REMOVAL AND FLEXIBLE REPLACEMENT

SCOPE OF WORK

The contractor shall provide all tools, equipment, labor and materials necessary to remove and replace pavement with flexible pavement, including all necessary work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

ITEM SPL FULL DEPTH RIGID AND/OR FLEXIBLE PAVEMENT REMOVAL AND FLEXIBLE REPLACEMENT

Description. This work consists of the full depth removal of existing pavement in areas exhibiting deterioration, correcting the subgrade, placing and compacting asphalt concrete, and restoring the shoulders.

Removal of Existing Pavement. Conform to 255.03, except the last paragraph does not apply.

Correction of Subgrade. Shape and re-compact the subgrade as the Public Services Director directs. Clean all vertical faces of the existing pavement, and coat them with asphalt material according to 401.14.

Placement of Asphalt Concrete. Construct the pavement replacement by placing and compacting Item 301 or 448, Type 2 material in two or more lifts according to 401.16.

Thoroughly and uniformly compact the first lift and all intermediate lifts using suitable mechanical compaction equipment operated over the entire replacement area.

Thoroughly compact the final lift using a pneumatic tire roller that conforms to 401.13. As the rolling progresses, add additional patching material, as necessary, to produce a smooth surface flush with the existing pavement surface.

Continuously compact each lift while the material is in a workable condition throughout the depth of the lift.

Trim the limits of the repair to form a vertical face 1.5 inches (38 mm) deep from the surface before placing the final asphalt concrete layer adjacent to the existing pavement unless the repair is covered with an overlay within 60 days.

If the Contract does not include resurfacing, seal the perimeter surface of the repaired areas by applying a nominal 4 inch (100 mm) wide strip of approved 702.04 asphalt material, RS-1, RS-2, CRS-1, or CRS-2 or 702.01 approved PG binder.

After completing repairs, restore the existing shoulders to the condition that existed prior to the repair work.

Method of Measurement. The Department will measure the quantity of Full Depth Pavement Removal and Flexible Replacement by the number of square yards of pavement repaired in the complete and accepted work, calculated using the dimensions established by the Public Services Director.

Basis of Payment. Payment is full compensation for furnishing all materials, including aerosol spray paint, saw cutting, removing pavement, correcting the subgrade, placing flexible pavement, sealing, and restoring the shoulders and for all labor, equipment, and incidentals necessary to complete this work.

The Department will not pay for removal, disposal, and replacement of pavement damaged adjacent to the repair area. The Department will pay for accepted quantities at the contract prices as follows:

Item	Description	Unit
SPL	Full Depth Rigid and/or Flexible Pavement Removal and Flexible Replacement	Square Yard

SPECIFICATIONS FOR ROTOMILLING ASPHALT STREETS

SCOPE OF WORK

The contractor shall provide all tools, equipment, labor, maintenance of traffic and materials necessary to rotomill, including all necessary work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

ITEM 202 - WEARING COURSE REMOVED

This item shall consist of removing the existing asphalt wearing surface to the depths and limits specified or as directed by the Public Services Director, the intent of which is to remove the existing asphalt wearing surface down to the concrete surface, on streets that are asphalt over concrete.

On streets that are asphaltic concrete with a concrete curb and gutter, covered with asphalt concrete. Remove the top layer of asphalt 1 ¾" below the gutter plate and profile the pavement to the centerline.

Removal shall be made by the method of cold surface planning. The extent of removal as specified below in all cases shall be subject to revision by the Public Services Director during construction. At the longitudinal limits of each removal area the surface shall be tapered vertically from the maximum depth for each one and three quarters inches (1 ¾") depth.

Cutting shall be removed from the surface as planning operations proceed and following each day's operations, the roadway shall be thoroughly cleaned of all material deposited on the roadway as a result of planning operations. Cleaning shall be carried out by using power brooms, vacuum sweepers or other approved methods.

Effective measures shall be taken to control dust, smoke, and the scattering of loose material during planning and cleaning operations. At all times catch basins and inlets shall be kept open and free of collected cuttings.

The newly exposed surface shall be relatively smooth in profile, free of grooves, ridges, gouges, severe bumps and depressions. Where sound pavement has been gouged, torn or otherwise damaged during planning operations, the damaged area shall be repaired in a manner satisfactory to the Public Services Director and at no additional costs to the Township.

Care shall be exercised during planning operations so as not to damage manhole covers, grates, chambers, valves, valve boxes, etc. The contractor shall notify the various utility companies at least forty-eight (48) hours, but no more than seven (7) days, in advance of when planning work will begin so that, if desired, their representative may be present at the time planning work is performed to locate covers, chambers, valves, valve boxes, etc.; damaged by the contractor's operations shall be replaced by the contractor at their expense.

After removing the wearing course, the contractor shall immediately clean and tack coat an area at least four feet (4') in radius around all utility castings within the removed area and place an asphalt concrete wedge, thoroughly compacted in accordance with Section 401, around the castings in the four foot (4') radius area. As an alternative method, the contractor may choose at the time the wearing course is removed to leave a four foot (4') radius wedge of existing surface course around the utility castings to protect traffic, but will not be allowed to remove these wedges until the day previous to placing asphalt surfacing on the street. Where manholes or valve chambers within an area where wearing course is removed have previously been adjusted with the adjusting rings, the contractor shall also have the option of removing the adjustment ring.

ITEM 202 - WEARING COURSE REMOVED:
If the contractor chooses to remove the existing adjustment rings, they shall re-install the rings immediately prior to resurfacing the street. No additional compensation will be paid for the placing of asphalt wedges, the removal and re-installation of adjacent rings or the separate removal of existing wearing course left around the castings.

TO BE DONE NO MORE THAN 10 DAYS BEFORE INTERMIDATE COURSE UNLESS APPROVED BY COLERAIN TOWNSHIP

These costs shall be included in the cost of removing the wearing course.

Payment for the removal of the wearing course will be made at the unit price bid for:

ITEM	DESCRIPTION	UNIT
202	Wearing Course Removed	Square Yard

PROOF ROLLING - Proof rolling shall be done on all asphalt streets as described in item 204. This is to be done once the roto-milling has been completed on the street. Payment for the above work shall not be a separate pay item. Payment for the proof rolling shall be included with the unit price bid for: item 202 Wearing Course Removed.

Where the stability of the subgrade is determined to be unstable by the Township Public Services Director, areas will be marked for full depth replacement and repaired by Colerain Township.

SPECIFICATIONS FOR REPAIR OF CONCRETE CURB AND GUTTERS

SCOPE OF WORK

The contractor shall provide all tools, equipment, labor, maintenance of traffic and materials necessary to remove and replace concrete curbs and gutters, including all necessary work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

ITEM 609 - REMOVAL AND REPLACEMENT OF CURB AND GUTTER

The removal and replacement of deteriorated curb and gutter shall be performed in accordance with the details shown in the ODOT standard construction drawing BP-5.1 and meeting the requirements of item 609. These provisions shall be to the limits marked by the Public Services Director. ** No additional compensation will be made for the method used in removing and replacing curb and gutter.

Saw cuts shall be of sufficient depth to prevent the fracture of adjacent curb and gutter and driveway aprons that are to remain in place. The contractor shall be responsible for the replacement of any damage to existing curbs and driveway aprons etc… and shall not be a separate pay item. No compensation will be made. Any replacement of curb and gutter beyond the limits marked or fractured by the contractor's operations shall be at the contractor's own expense.

Unless otherwise directed, the contractor will not remove any more curb and gutter than what they can replace the next day. Curbs in front of driveway aprons are to be replaced the same day they are removed. When removing curb and gutter, the excavated material shall be immediately removed from the site. To protect the public, barricades shall be placed over the cuts. Within three days after the concrete is placed, the contractor shall remove all forms, backfill behind the curb, in front of the gutter plate and clean the site. Removal and replacement work shall be confined to one side of the pavement at a time.

This work shall also include the full restoration of all turf and paved areas disturbed by the removal and replacement operations and may include backfilling with topsoil, seeding and mulching and/or sodding in accordance with Section 659 and 660 of the specifications and pavement replacement that may be required. Restoration shall present a neat finished appearance subject to the approval of the Public Services Director. The cost of all restoration shall be included in the unit cost for the replacement item.

Transverse saw cut through the curb and gutter shall be for the full depth to prevent the fracture of adjacent curb and gutter that is to remain in place. Where removal involved an expansion joint, a new expansion joint shall be installed. Contraction joints may be placed at the discretion of the Public Services Director, depending on the length of run to be placed. All replacement curb and gutter shall conform as neat as possible to the cross sectional shape of the existing curb and gutter with the top of the replacement section meeting the grade of the existing top of curb produced across the replacement section.

The replacement curb section shall be tied into the existing curb on <u>each</u> side with two one-half (½) inch diameter, smooth, greased dowel bars, twelve (12) inches long. The Dowel bars shall be installed so as to extend six (6) inches into the replacement curb sections. The cost of the dowel bars and installation should be included in the unit price bid for the curb and gutter replacement Item 609.

Backfilling along the gutter plate on asphaltic concrete streets is to be held down to 1 3/4" (one and three quarter inches) below the gutter plate. Material and process used is to be approved by the Public Services

Director in advance. The cost of the material and labor for backfilling shall be included in the unit price bid for the curb and gutter replacement Item 609.

All pipe, downspouts, or drains encountered in the removal and replacement of curb and gutter shall be maintained, kept clear of obstruction. A new pipe is to be used to replace the section of damaged or broken pipe and it is required that a new pipe be connected to the end of the existing pipe with a coupler.

Where the new curb is 5/8" or higher than the existing driveway aprons, concrete is to be added behind the curb and shaped to form a wedge. The wedge shall be 3" wide for every 1" curb height and approved by the Public Services Director. The cost of the concrete and installation shall not be a separate pay item but included in the unit price bid for the curb and gutter replacement Item 609.

Payment for the removal and replacement of deteriorated concrete curb and gutter will be made at the unit price bid for:

ITEM	DESCRIPTION	UNIT
609	Removal and Replacement of Curb and Gutter	L.F.

Which shall be full compensation for labor, maintenance of traffic, equipment and material required to complete the work including those items previously described above and any other items deemed incidental to completion of the work by the Public Services Director.

*** TO AVOID CONFUSION AND MISUNDERSTANDING, MEASURED SECTIONS WILL BE MARKED FOR REMOVAL BY SUCCESSFUL BID REPRESENTATIVE AND PUBLIC SERVICES REPRESENTATIVE.

DOWNSPOUT PIPE, AS DIRECTED BY PUBLIC SERVICES

As indicated on the plans or as directed in the field by the Public Services representative, the Contractor shall extend and/or replace downspout pipes so as to daylight into proposed ditches; to extend through proposed curbs; or to be connected to an approved catch basin or storm sewer facility.

In areas where the downspout is to be constructed through the curb, all work, except as modified herein, shall conform to the "Downspout Outlet Detail".

This work shall include the construction and/or supplying and installing of the appropriate connectors to the existing downspout pipe and/or, where applicable, the storm sewer facility. These connectors shall include, as necessary, Fermco coupler or approved collars, adapters, reducers, etc. Pipe determined in the field to be in conflict with existing or proposed catch basins shall be connected (if possible) to the catch basins, as directed in the field. The new pipe should connect at sidewalk to get proper drainage.

The downspout pipe shall match the existing pipe diameter and shall be Schedule 40 PVC conduit. The unit price included in the bid shall be inclusive of the diameter pipe and shall also include the cost of removing and disposing of existing pipe.

The cost of the pipe, Fermco fittings, couplers and the installation shall be included in the unit price bid for the curb and gutter replacement Item 609.

SPECIFICATIONS FOR STORM SEWER PIPE REPLACEMENT

SCOPE OF WORK

The contractor shall provide all tools, equipment, labor and materials necessary to replace culverts including all work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

ITEM 603 - STORM SEWER PIPE REPLACEMENT

All construction is to be kept within the right-of-way (see details) and shall consist of replacing the existing 12" storm line at the above location (see details) with 12" PVC pipe as specified.

The existing pavement shall be saw cut full depth and removed along neat lines parallel to the existing pipe and only in an amount that will permit the excavation and replacement of the pipe. New conduit shall be placed as close as possible to the elevation and grade of the existing pipe by placing it in the same trench from which the existing pipe was removed. Where necessary the trench shall be reshaped to provide proper support.

Trench restoration consists of type B bedding per 603.04 With CLSM-CDF Control Density fill.

Pavement restoration shall consist of two 4" courses of Bituminous aggregate base Item 301 and one 2" course of asphalt concrete, Item 448. (See Plate No. 15 page 60)

707.43 POLYVINYL CHLORIDE PROFILE WALL PIPE

This specification covers polyvinyl chloride (PVC) profile wall, smooth flow, sewer pipe and fittings with integral bell joints. The inside diameter ranges from 4 thru 48 inches. Storm sewer pipe from 4" to 15" diameter and sanitary sewer pipe and fittings shall comply with ASTM F 794, with the following additions:

7.5 Pipe Stiffness: The minimum pipe stiffness shall be 46 or greater.

10.5 Certification: The manufacturer shall furnish certified test data annually to the Laboratory, or at any time when the method of manufacture is changed. A letter of certification shall be provided to cover each shipment of material verifying that it meets specification requirements.

PAYMENT

"Item 603 - Storm Sewer Pipe Replacement" shall include the cost of all labor, maintenance of traffic, equipment, and materials necessary to install the pipe and restore the trench.

Payment for this item will be made under:

ITEM	DESCRIPTION	UNIT
603	Polyvinyl Chloride PVC Profile Wall Pipe	L.F.

SPECIFICATIONS FOR CATCH BASIN RECONSTRUCT TO GRADE

SCOPE OF WORK
The contractor shall provide all tools, equipment, labor, maintenance of traffic and materials necessary to reconstruct catch basins, including all necessary work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

RECONSTRUCT EXISTING CATCH BASIN/INLET, COMPLETE
The following streets are to have catch basins reconstructed to curb grade.

RECONSTRUCT
To shape or construct as a complete portion by putting together material and parts to repair said catch basin from the existing floor to an elevation as directed by the Public Services Director.

ITEM SPL RECONSTRUCT EXISTING CATCH BASIN/INLET, COMPLETE
The work to be performed under this item shall consist of the removal and proper disposal of the existing catch basin/inlet to the spring line; the reconstruction of the catch basin/inlet in accordance with the applicable specifications and/or standard drawings and/or as directed by the Public Services Director; the furnishing and installing of **new precast tops and bicycle friendly grates**, as applicable; and the restoration of all disturbed areas.

The restoration of the pavement shall be in accordance with the pertinent typical section. The restoration of soil areas shall include three (3) inches of topsoil and seeding and mulching.

Payment for this work will be made at the unit price bid per each for Item Spl, Reconstruct Existing Catch Basin/Inlet, Complete.

SPECIFICATIONS FOR CATCH BASIN REHABILITATED TO GRADE

SCOPE OF WORK
The contractor shall provide all tools, equipment, labor, maintenance of traffic and materials necessary to reconstruct catch basins, including all necessary work incidental thereto, the following tabulated streets in Colerain Township, Hamilton County, Ohio.

REHABILITATE EXISTING CATCH BASIN/INLET, COMPLETE
The following streets are to have catch basins rehabilitated to resurface grade.

ITEM SPL, REHABILITATE EXISTING CATCH BASIN/INLET, COMPLETE
The work to be performed under this item shall consist of the removal and proper disposal of the existing catch basin/inlet to the limits directed by the Public Services representative, approximately the upper two (2) feet of the existing catch basin/inlet; the reconstruction of the catch basin/inlet in accordance with the applicable specifications and/or standard drawings and/or as directed by the Public Services Director; the furnishing and installing of **new precast tops and bicycle friendly grates**, as applicable; and the restoration of all disturbed areas.

The restoration of the pavement shall be in accordance with the pertinent typical section or detail. The restoration of soil areas shall include three (3) inches of topsoil and seeding and mulching.

Payment for this work will be made at the unit price bid per each for Item Spl, Rehabilitate Existing Catch Basin/Inlet, Complete.

ITEM SPL - CATCH BASIN CASTING/FRAME GRADE ADJUSTMENT
The work under this item shall consist of removing and cleaning the existing catch basin casting/frame; adjust the height of supporting walls as necessary (as directed by the Public Services Director); and reset the existing casting/frame in a bed of mortar or concrete. Payment for the above work including all equipment, labor and materials will be made at the unit price for Item SPL Catch Basin Casting/Frame Grade Adjustment.

The contractor shall use new Precast Top and utilize the existing castings unless otherwise directed by Public Services.

ITEM SPL - CATCH BASIN CASTING/FRAME GRADE ADJUSTMENT
The work under this item shall consist of removing and cleaning the existing catch basin casting/frame; adjust the height of supporting walls as necessary (as directed by the Public Services Director); and reset the existing casting/frame in a bed of mortar or concrete. Payment for the above work including all equipment, labor and materials will be made at the unit price for Item SPL Catch Basin Casting/Frame Grade Adjustment.

The contractor shall use new Precast Top and utilize the existing castings unless otherwise directed by Public Services.

ITEM SPL REPLACE CATCH BASIN GRATE
The work to be performed under this item shall consist of the removal and proper disposal of the existing catch basin grate(s) and the furnishing and installing of new grates with diagonal openings, i.e. bicycle friendly grates. The grates shall be installed according to the applicable standard drawings.

Payment for this work will be made at the unit price bid per each for Item Spl, Replace Catch Basin Grate.

ITEM 647 HEAT-FUSED PREFORMED THERMOPLASTIC PAVEMENT MARKING

647.01 Description. This work consists of furnishing and applying heat-fused preformed thermoplastic for use as auxiliary pavement markings according to Item 641, 740.01, 740.08 and the additional requirements specified below.

647.02 Materials. Furnish materials from the Department's Approved List conforming to:

Heat fused preformed thermoplastic
.... pavement marking material..... 740.08

647.03 Equipment. Use manufacturer recommended equipment to apply the heat-fused preformed thermoplastic pavement marking material according to the appropriate type, as follows:

A. Type A90 or Type A125 Material.

1. Propane torch to heat the pavement and material according to 647.04.B.

2. Infrared thermometer to assure that both the pavement and the material are properly heated and do not exceed the manufacturer's specified application temperature.

B. Type B90 or Type B125 Material.

1. Propane torch for ensuring no moisture is present on the pavement and heating the material according to 647.04.C.

2. A thermometer is not required

647.04 Application.

A. General. Apply the heat-fused preformed thermoplastic pavement marking material to clean, dry pavement surfaces according to the appropriate type unless otherwise directed by the manufacturer's recommendation. Apply primer sealer on Portland cement concrete pavements for proper adhesion only if the manufacturer requires its use.

Form lines 12 inches (300 mm) wide or less by one piece; form lines wider than 12 inches (300 mm) by no more than two pieces. Do not overlap individual pieces. Do not allow a gap greater than 1/4-inch (6 mm) between pieces.

B. Type A90 and Type A125 Material Application on Asphalt Concrete and Portland Cement Concrete Pavements. Uniformly pre-heat the pavement to 300° F (149° C) with a propane torch. Place the material on the warm surface as soon as practical, then uniformly post-heat to 400° F (204° C). Begin the post-heating process of material application as quickly as possible. The Contractor may have to extend post-heating on concrete having a high moisture content. Allow the material to cool naturally and solidify before exposing it to traffic.

Type A90 and A125 materials shall contain intermix beads throughout. Drop-on glass beads are not required unless using a non-surface beaded marking (i.e., for turn or combination arrows).

C. Type B90 and Type B125 Material Application on Asphalt Concrete and Portland Cement Concrete Pavements. Heat the pavement only to ensure no moisture is present. Place the material on the dry surface and then uniformly heat the material until it bubbles and changes color to off-white. Material must be able to be applied with no preheating of the pavement to a specified temperature and without the use of a thermometer. Allow the material to cool naturally and solidify before exposing it to traffic.

Type B90 and B125 material shall contain intermix glass beads throughout. Drop-on glass beads are not required unless using a non-surface beaded marking (i.e., for turn or combination arrows).

647.05 Basis of Payment. The Department will pay for accepted quantities at the contract prices, or prices adjusted according to 641.11, measured according to 641.12, with the provisions specified in 641.13, and as follows:

Item	Unit	Description
647	Foot (Meter)	Channelizing Line, Type ___
647	Foot (Meter)	Stop Line, Type ___
647	Foot (Meter)	Crosswalk Line, Type ___
647	Foot (Meter)	Transverse/Diagonal Line, Type ____
647	Each	Handicap Symbol Marking, Type ___
647	Each	Railroad Symbol Marking, Type ___

647	Each	School Symbol Marking, ___ inch (___ mm), Type ___
647	Foot (Meter)	Parking Lot Stall Marking, Type ___
647	Each	Lane Arrow, Type ___
647	Each	Word on a Pavement, inch (___ mm), Type ___
647	Foot (Meter)	Dotted Line, ___ inch (___ mm), Type ___
647	Each, Foot, (Meter, Square Meter)	Removal of Pavement Marking _____Square Foot

POLYMERIZED EMULSION CONCRETE PAVEMENT JOINT REPAIR

DESCRIPTION

The Polymerized Emulsion Concrete Pavement Joint Repair System shall consist of furnishing, preparing and systematically applying a polymerized bituminous emulsion, aggregates and asphalt concrete to concrete pavement fractures, joints and imperfections as specified in the proposal. The applied materials shall completely fill the entire cavity and provide an aggregate wearing surface.

MATERIALS

The asphalt emulsion employed in this specification consist of a highly polymer modified bituminous binder which has been prepared using sufficient quantities of polymers and additive to impart a finished product having superior elastic and adhesive/bonding properties.

EMULSION:

EMULSION PROPERTY	MIN	MAX	TEST METHOD
VISCOSITY, 123ºF (S.F. sec)	50	400	ASTM D 244
DEMULSIBILITY (%)	40	-	ASTM D 244
PERCENT SOLIDS (%)	68	-	ASTM D 244
PARTICLE CHARGE	POSITIVE		ASTM D 244
STORAGE STABILITY, 24 hrs (%)	-	1	ASTM D 244
SIEVE, #20 mesh (%)	-	0.1	ASTM D 244

RESIDUE PROPERY *	MIN	MAX	TEST METHOD
PENETRATION, 100g, 5 sec, 25ºC (dmm)	80	120	ASTM D 5
SOFTENING POINT (ºC)	65	90	ASTM D 36
DUCTILITY, 4ºC (cm)	45	-	ASTM D 113
ELASTIC RECOVERY, 4ºC, 10 cm (%) **	70	-	ASTM D 6084-04

FORCE DUCTILITY @ 4ºC, 30 cm (lb/cm^2)***	-	6	ASTM D-113[1]
ELONGATION, 4ºC (%)	1000	-	ASTM D 113

* By distillation.

** The specimen is extended 10 cm. The extended area is severed in the middle using a pair of shears. After 1 hour, at the test temperature the severed ends are returned to contact and the ductilometer reading is made again. The sample must recover at least 75 percent of the original 10 cm distance or to a length of 2.5 cm or less.

***[1] A standard ductility apparatus is modified by the addition of a load cell. The load cell is calibrated in pounds per square centimeter. The sample is extended to a length of 30 cm and the force required is recorded at 1 cm intervals. It should not exceed the stated limit of 6 lb/cm^2 over this range.

AGGREGATE

The aggregates employed in this process shall provide a durable wearing surface while providing for the proper blend of aggregate and emulsion mixtures for filling pavement joints and potholes. Selection shall be made to achieve the proper design for the intended pavement.

All aggregates used shall be 100% crushed and meet the gradation parameters as outlined below and the quality requirements of the department's material specifications.

	Sieve Size	% Passing
(Type A Gradation)	3/8	100
	4	90-100
	8	0-20
	16	0-10

ASPHALT CONCRETE

Item 448 asphalt concrete shall be used in combination with polymerized emulsion for the repairing of larger joints and potholes as stated in the pavement repair method.

MATERIAL SPECIFICATIONS: ASHPHALT REJUVENATION

The asphalt rejuvenating agent shall be an emulsion composed of petroleum resin oil base uniform emulsified with water. Each bidder must submit with his bid a certified statement from the asphalt rejuvenator manufacturer showing that the asphalt rejuvenating emulsion conforms to the required physical and chemical requirements.

SPECIFICATIONS
TEST METHODS

TESTS	ASTM	AASHTO	Requirements Min.	Max.
Tests on Emulsion:				
Viscosity @ 25C, SFS	D-244	T-59	15	40
Residue, %W	D-244 (Mod.)	T-59 (Mod.)	60	65
Miscilibility Test	D-244 (Mod.)	T-59 (Mod.)	No coagulation	
Sieve Test, %W	D-244 (Mod.)	T-59 (Mod.)	--	0.1
Particle Charge Test	D-244	T-59	Positive	
Percent Light Transmittance	GB	GB	--	30
Tests on Residue from Distillation:				
Flash Point, COC, C	D-92	T-48	196	--
Viscosity @ 60 C, cST	D-445	--	100	200
Asphaltness, %w	D-2006-70	--	--	1.00
Maltene Dist. Ratio PC + A / S + A	D-2006-70	--	0.3	0.6
PC/S Ratio	D-2006-70	--	0.5	--
Saturated Hydrocarbons, S	D-2006-70	--	21	28

ASTM D-244 Modified Evaporation Test for percent of residue is made by heating 50 gram sample to 149 c (300 F) until foaming ceases, then cool immediately and calculate results.

Test procedure identical with ASTM D-244-60 except that 0.02 Normal Calcium Chloride solution shall be used in place of distilled water.

Test procedure identical with ASTM D-244 except that distilled water shall be used in place of 2% sodium oleate solution.

Test procedure is attached

Chemical composition by ASTM Method D-2006-70:

PC=Polar Compounds
A=Second Acidaffins
A=Acidaffins
S=Saturated Hydrocarbons

MATERIAL PERFORMANCE:

The rejuvenating agent shall have a record of at least five years of satisfactory service as an asphalt rejuvenating agent and in-depth sealer. Satisfactory service shall be based on the capability of the material to

decrease the viscosity and increase the penetration value of the asphalt binder as follows. The viscosity shall be reduced by a minimum of 45 percent and the penetrations value shall be increased by a minimum of 24 percent. Testing shall be performed on extracted asphalt cement from a pavement to a depth of three eighths inch (3/8"). In addition, the pavement shall be in-depth sealed to the intrusion of air and water.

The bidder must submit with his bid the manufacturer's certification that the material proposed for use is in compliance with specification requirements. The bidder must submit with his bid previous use documentation and test data for conclusively demonstrating that; the rejuvenating agent has been used successfully for a period of five years by government agencies such as Cities, Counties, etc.; and that the asphalt rejuvenating agent has been proven to perform, as heretofore required, through field testing by government agencies as to the required change of the asphalt binder viscosity and penetration number. Testing data shall be submitted indicating such product performance on a sufficient number of projects, each being tested for minimum period of three years to insure reasonable longevity of the treatment, as well as product consistency.

RECLAMITE, manufactured by Witco Corporation, is a product known quality and accepted performance.

APPLICATOR EXPERIENCE:

The asphalt rejuvenating agent shall be applied by an experienced applicator of such material. The bidder shall have a minimum of three years experience in applying the product proposed for use. He must submit with his bid a list of five projects on which he applied said rejuvenator, number of square yards treated in each and the name and phone number of the government official in charge of each project.

A project superintendent knowledgeable and experienced in application of the asphalt rejuvenating agent must be in control of each day's work. The bidder shall submit a written experience outline of the project superintendent.

APPLICATION TEMPERATURE/WEATHER LIMITATIONS:

The temperature of the asphalt rejuvenating emulsion, at the time of application, shall be as recommended by the manufacturer. The asphalt rejuvenating agent shall not be applied when the ambient temperature is below 40 degrees F.

HANDLING OF ASPHALT REJUVENATING AGENT:

Contents in tank cars or storage tanks shall be circulated at least forty-five minutes before withdrawing any material for application. When loading the distributor, the asphalt rejuvenating agent concentrate shall be loaded first and then the required amount of water shall be added. The water shall be added into the distributor with enough force to cause agitation and thorough mixing of the two materials. To prevent foaming, the discharge end of the water hose or pipe shall be kept below the surface of the material in the distributor which shall be used as a spreader. The distributor truck will be cleaned of all its asphalt materials, and washed out to the extent that no discoloration of the emulsion may be perceptible. Cleanliness of the spreading equipment shall be subject to approval and satisfaction of the Engineer.

APPLICATING EQUIPMENT:

The distributor for spreading the emulsion shall be self-propelled, and shall have pneumatic tires. The distributor shall be designed and equipped to distribute the asphalt rejuvenating agent uniformly on variable

widths of surface at readily determined and controlled rates from 0.05 to 0.5 gallons per square yard of surface, and with an allowable variation from any specified rate not to exceed 5 percent of the specified rate.

Distributor equipment shall include full circulation spray bars, pump tachometer, volume measuring device and a hand hose attachment suitable for application of the emulsion manually to cover areas inaccessible to the distributor. The distributor shall be equipped to circulate and agitate the emulsion within the tank.

A check of distributor equipment as well as application rate accuracy and uniformity of distribution shall be made when directed by the Road Superintendent.

The truck used for sanding shall be equipped with a spreader that allows sand to be uniformly distributed onto the pavement. The spreader shall be able to apply 1/2 to 3 pounds of sand per square yard in a single pass. The spreader shall be adjustable so as not to broadcast sand onto driveways or lawns.

The sand to be used shall be free flowing, without any leaves, dirt, stones, etc. Any wet sand shall be rejected from the job site.

Any equipment which is not maintained in full working order, or is proven inadequate to obtain results prescribed, shall be repaired or replaced at the direction of the Road Superintendent.

APPLICATION OF REJUVENATING AGENT:

The asphalt rejuvenating agent shall be applied by a distribution truck at the temperature recommended by the manufacturer and at the pressure required for the proper distribution. The emulsion shall be so applied that uniform distribution is obtained at all points of the areas to be treated. Distribution shall be commenced with a running start to insure full rate of spread over the entire area to be treated. Areas inadvertently missed shall receive additional treatment as may be required by hand sprayer application.

Application of asphalt rejuvenating agent shall be one-half width of the pavement at a time. When the second half of the surface is treated, the distributor nozzle nearest the center of the road shall overlap the previous application by at least one-half the width of the nozzle spray. In any event the centerline construction joint of the pavement shall be treated in both application passes of the distributor truck.

Before spreading, the asphalt rejuvenating agent shall be blended with water at the rate of two (2) parts rejuvenating agent to one (1) part water, by volume or as specified by the manufacturer. The combined mixture of asphalt rejuvenating agent or water shall be spread at the rate of 0.05 to 0.10 gallons per square yard, or as approved by the Public Works Director following field testing.

Where more than one application is to be made, succeeding applications shall be made as soon as penetration of the preceding application has been completed and approval is granted for additional applications by the Road Superintendent.

Grades or super elevation of surfaces that may cause excessive runoff, in the opinion of the Public Works Director, shall have the required amounts applied in two or more applications as directed.

After the street has been treated, the area within one foot of the curb line on both sides of the road shall receive an additional treatment of the asphalt rejuvenating emulsion. Said treatment shall be uniformly applied by a method acceptable to the Public Works Director.

After the rejuvenating emulsion has penetrated, a coating of dry sand shall be applied to the surface in sufficient amount to protect the traveling public as required by the Engineer.

The Contractor shall furnish a quality inspection report showing the source, manufacturer, and the date shipped, for each load of asphalt rejuvenating agent. When directed by the Public Works Road Superintendent, the contractor shall take representative samples of material for testing.

STREET SWEEPING:

The Contractor shall be responsible for sweeping and cleaning of the streets prior to, and after treatment.

Prior to treatment, the street will be cleaned of all standing water, dirt, leaves, foreign materials, etc. This work shall be accomplished by hand brooming, power blowing, or other approved methods. Of in the opinion of the Road Superintendent the hand cleaning is not sufficient than a self-propelled street sweeper shall be used.

All sand used during the treatment must be removed no later than 48 hours after treatment of the street. This shall be accomplished by a combination of hand and mechanical sweeping. All turnarounds, cul-de-sacs, etc. must be cleaned of any material to the satisfaction of the Road Superintendent. Street sweeping will be included in the price bid per square yard for asphalt rejuvenating agent.

If, after sand is swept and in the opinion of the Road Superintendent a hazardous condition exists on the roadway, the contractor must apply additional sand and sweep same no later than 24 hours following reapplication. No additional payment will be allowed for reapplication and removal of sand.

TRAFFIC CONTROL:

The Contractor shall schedule his operations and carry out the work in a manner to cause the least disturbance and/or interference with the normal flow of traffic over the areas to be treated. Treated portions of the pavement surfaces shall be kept closed and free from traffic until penetration, in the opinion of the Public Works Director, has become complete and the area is suitable for traffic.

When, in the opinion of the Public Works Director, traffic must be maintained at all times on a particular street, then the Contractor shall apply asphalt rejuvenating agent to one lane at a time. Traffic shall be maintained in the untreated lane until the traffic may be switched to the completed lane.

METHOD OF MEASUREMENT:

Asphalt rejuvenating agent will be measured by the square yard as provided for in the Contract Documents.

BASIS FOR PAYMENT:

The accepted quantities, measured as provided for above, will be paid for at the contract unit price for asphalt rejuvenating agent.

Asphalt rejuvenating agent shall be paid for **PER SQUARE YARD** which shall be full compensation for furnishing all materials, equipment, labor and incidentals to complete the work as specified and required.

Payment shall be made at the unit price for bid for: Item SPL – Asphalt Rejuvenation.

CONSTRUCTION REQUIREMENTS

WEATHER LIMITATIONS

The pavement repair shall not be performed when the atmospheric temperature is less then 40 degrees F. Minimum pavement surface temperature shall be 40 degrees F during material application. Materials shall not be placed if impending weather conditions are such that proper curing may not be obtained.

EQUIPMENT

All equipment required for performance of the work shall be subject to approval of the engineer and shall be maintained in a satisfactory operating condition. In addition to equipment described herein, the contractor shall furnish squeegees, lutes, compactors and other small tools which may be essential to the satisfactory completion of the work.

AGGREGATE APPLICATION

The initial aggregate layers shall consist of #8 limestone and layered in by hand in each lift correlating with the appropriate amount of polymer modified emulsion. Each of these stone particles is to be completely covered with the liquid emulsion. Methods of injecting emulsion into the stream of aggregate, prior to placement in the cavity are not an acceptable method of placing the material. Material shall be layered into the cavity as specified. The emulsion shall show no signs of pre-breaking prior to the placement and attachment of aggregate particles. The aggregate shall make contact to the emulsion in a vertical position and will show no signs of asphalt displacement. These consecutive aggregate layers are to be brought within ½ to ¼ inch of level with the surrounding concrete surface after compaction. The finish layer shall be capped with #9 limestone and compacted once again to be completely level with the surrounding pavement surface. The finished layer of aggregate shall be contained within the area in which the repair has been made.

POLYMERIZED BITUMINOUS EMULSION APPLICATION

The polymerized bituminous emulsion shall be pumped so as not to cause excessive agitation prior to contact of pavement surface. Application of emulsion shall be applied at a temperature range of 120º F - 170º F and shall never exceed 212º F, nor shall any load be continuously reheated. The application shall be performed by placing a uniform ribbon, 4" in width ±, and a surface thickness of 1/8" to 3/16". Repeated applications may be required to allow complete filling of pavement voids. The repeated application shall be accomplished without increasing ribbon width or thickness. It is necessary to allow adequate time for settlement pending size and depth of cavity. The completed polymerized emulsion ribbon will show no signs of settlement into the pavement structure, visually indicating that the cavity is filled. The final application of emulsion shall show no signs of vertical drainage prior to the application of cover aggregate.

SURFACE PREPARATION

Areas to be treated shall be free of all vegetation and loose or un-bound material. Immediately prior to material placement all concrete pavement joints showing deterioration shall be surface milled to a width of 12” – 24” and a depth of 2 inches. These areas shall be cleaned to maximum width and depth

by use of compressed, oil-free air, at a minimum 125 CFM, and 100 P.S.I. After air cleaning there shall be no visible signs of standing moisture.

PAVEMENT REPAIR METHOD #1 (CONCRETE JOINT FILLING)

This method shall be used when filling concrete pavement joints, depressions, cold seam ravels and fractures up to 4" in depth.

1. Surface preparation as required to remove loose materials.

2. Prime existing areas with the polymerized bituminous emulsion at an application rate of .10 to .25 gallons per square yard.

3. Place the polymerized emulsion and the specified gradation of aggregate into primed area. Placement of materials shall be accomplished by injecting the emulsion and aggregate (layering) into the pavement area/cavity to be repaired. At least 90% of the aggregate shall be coated. No additional hand mixing shall be required.

4. Strike off the placed repair mixture level with adjacent pavement surface.

5. Apply emulsion to repaired area at an application rate of .20 to .30 gallons per square yard. Cover aggregate shall be applied to emulsion by the preceding cover aggregate specification.

PAVEMENT REPAIR METHOD #2 (CONCRETE JOINT REPAIR)

This method shall be used when repairing concrete pavement joints, depressions, cold seam ravels and fractures exceeding 4" in depth.

1. Follow procedures outlined above for surface preparation.

2. Prime existing areas with the polymerized bituminous emulsion at an application rate of 0.25± gallons per square yard as required.

3. Place 448 asphalt concrete in the deteriorated joint and compact with appropriate compaction equipment.

4. Following compaction, place, if required, additional 448 asphalt concrete to bring patch level to 1 inch below pavement surface and compact accordingly.

5. Apply polymerized emulsion to repaired area at an application rate of .20 to .30 gallons per square yard. Cover aggregate shall be applied to emulsion by the preceding cover aggregate specification. Complete surface seal shall be performed such that final profile is level with adjacent pavement surface.

SPECIAL NOTES

The pavement repair method utilized will vary on the conditions of each joint. The necessary milling depth will determine the appropriate method of repair. Methods of injecting emulsion into the stream of aggregate, prior to placement in the cavity is not an acceptable method. Materials shall be layered into the cavity as specified.

FINAL CLEAN-UP

Vacuum sweeping shall be completed within three hours of material application. Initial sweeping shall remove all loose or unbound materials. All debris shall be removed from job site.

CONTRACTOR SUBMITTAL REQUIREMENTS

Certification signed by the contractor stating that all equipment used in the performance of the item of work is owned and maintained by the contactor and meets specifications. Included shall be a listing of all equipment proposed for the specified work.

Contractor shall provide a list of all key personnel employed by the contractor that will have management authority, duties or responsibilities for this item of work.

Contractor shall provide a list of all proposed material sources and corresponding test reports that demonstrate compliance with the specifications.

Contractor shall provide a Safety Plan acceptable to the engineer.

Contractor shall provide a Quality Control Plan acceptable to the engineer.

TRAFFIC CONTROL

During construction, the contractor shall be responsible for all traffic control and must maintain one-lane access to all driveways and entrances utilizing proper traffic control devices, signage, and traffic flaggers. The contractor shall adequately mark, through the use of barrels, flashing lights, portable gates, and/or other devices approved by the Engineer, the limits of the project area and those areas of the site which are temporarily closed to traffic.

METHOD OF MEASUREMENT AND PAYMENT

ITEM'S OF WORK	**PAY ITEM**
POLYMERIZED EMULSION CONCRETE JOINT MILLING / JOINT FILLING	Square foot

These pay items shall include all labor, materials and equipment to facilitate cleaning the existing pavement, traffic control, mix designs, construction of the specified product and any corrective work to meet acceptance.

Status: Draft

General Info

Number
Colerain Township 23-1

Deadline
01/06/2023 10:00 AM EST

Auto Advertise

Description
Hamilton County, OH
Project Description: Road Improvement

Allow zero unit prices and labor?
Yes

Allow negative unit prices and labor?
Yes

Allow Electronic Signatures?
Yes

Allow vendors to ask questions?
Yes

Restricted?
No

Mark solicitation as an RFP?
No

Q & A

Deadline
Same as solicitation deadline.
Remarks

No questions have been asked.

ATTACHMENT LIST

Help

Order	Name	Description
1	2023 Legal notice.docx (55.1 KB)	
2	General specifacations (147 KB)	
3	2023 Street List (66.9 KB)	
4	ODOT Construction Specifications	
5	Details (317 KB)	
6	Prevailing Wage Rate	
7	Traffic Logix Speed Cushion Specs (628 KB)	SC-070603-Y

7 Attachments

PROPOSAL

For: Road Contract 23-1

To: Colerain Township, OH Public Services Department Roads Division

The undersigned bidder had carefully examined the form of the Contract, the General Conditions, the Specifications, and the Plans for Road Contract 23-1 as described and referred to in the Legal Notice.

The bidder agrees to provide all necessary tools, machinery, equipment, labor and Materials as required by the State of Ohio Department of Transportation Construction Material Specifications most current version at the time of bid including Supplemental Specifications, General Provisions, Special Conditions and Plans for the Bid Form total as shown in the Bid Form section.

The undersigned bidder understands that the quantities shown are approximate and are subject to increase or decrease at the unit price stated unless modified by change order.

Addenda Acknowledgement (click + to add addenda or type "N/A" if no addenda have been issued):

Addendum #:* **Addendum Date:***

BID FORM

Order	ODOT Item No.	Description	Quantity	Unit	Alternate	Op	Help	ce)	Unit Price

Order	ODOT Item No.	Description	Quantity	Unit	Alternate	Optional	Fixed (Unit Price)	Unit Price
1	254	WEARING COURSE	41,305	S.Y				
2	442	ASPHALT SURFACE COURSE, 12.5 MM, TYPE A (448)	1,886	C.Y				
3	441	ASPHALT INTERMEDIATE COURSE	1,886	C.Y				
4	611	STORM MANHOLE SHIM RING	2	EACH				
5	611	STORM MANHOLE BRICK AND MORTAR	26	EACH				
6	611	SANITARY MANHOLE SHIM RING	0	EACH				
7	611	SANITARY MANHOLE PRECAST RING	41	EACH				
8	611	SANITARY MANHOLE RECONSTRUCT (B&M)	16	EACH				
9	611	WATER VALVE SHIM RING	1	EACH				
10	608	SIDEWALK RAMPS 5"	3,015	S.F				
11	452	DRIVEWAY APRONS 7"	3,150	S.F				
12	609	TYPE 3 CURB REPLACEMENT	31,309	L.F				
13	611	SINGLE CATCH BASIN RECONSTRUCT	21	EACH				

Order	ODOT Item No.	Description	Quantity	Unit	Alternate	Optional	Fixed (Unit Price)	Unit Price
14	611	SINGLE CATCH BASIN REHABILITATE	28	EACH				
15	611	DOUBLE CATCH BASIN RECONSTRUCT	21	EACH				
16	611	DOUBLE CATCH BASIN REHABILITATE	12	EACH				
17	SPL	FULL DEPTH ASPHALT REPAIR	2,780	S.Y				
18	SPL	CONCRETE JOINT REPAIR	10,300	S.F				
19	SPL	UNDERCUT (PER DETAIL IF NEEDED)	2,780	S.Y				
20	SPL	ASHPALT REJUVENATION	41,432	S.Y				
21	SPL	CONTINGENCY	1	EACH				$323,795.02

Cost Estimate: $323,795.02

Bid Alternate

Order	Item Code	Description	Quantity	Units	Alternate	Optional	Fixed (Unit Price)	Unit Price
Alternate: Owner-agency may award independently from entire bid.								
1	SPL	TRAFFIC LOGIX SPEED CUSHINS (AS DIRECTED BY THE TOWNSHIP) SC-1050603-Y 10.5' x3'x3"	9.0000	EACH				

CONSTRUCTION SCHEDULE

Help

Description Of Work	Start And End Date	
Notice To Proceed	1/10/2023	
Curb	Start Date:*	End Date:*
Catch Basins	Start Date:*	End Date:*
Asphalt Milling	Start Date:*	End Date:*
Asphalt Intermediate Course	Start Date:*	End Date:*
Asphalt Surface Course	Start Date:*	End Date:*
Final Punch List	Start Date:*	11/1/2023

Asphalt Milling Must Be Done No More Than 10 Days Before Intermediate Course

SUBCONTRACTOR LIST

(Click "+" To Add Entry)

Company Name*

Address*

Help

Phone Number*

Contact*

Type of Work*

BID FORM CONTINUED

THE COLERAIN TOWNSHIP, OH PUBLIC SERVICES DEPARTMENT ROADS DIVISION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY INFORMALITY IN BIDS OR TO ACCEPT IN WHOLE OR IN PART SUCH BIDS AS MAY BE DEEMED IN THE BEST INTEREST OF COLERAIN TOWNSHIP, OH PUBLIC SERVICES DEPARTMENT ROADS DIVISION. THIS FORM MUST BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE

Company Name:* **Representative Name and Title:***

Address:* **Telephone:***

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE

The Colerain Township, OH Public Services Department Roads Division (the “Subdivision”) has entered into a contract for the provision of goods and/or services

with:*

(the “Provider”), an individual, partnership, unincorporated business, an association, a professional association, estate, trust, corporation, or business trust, the situs of the principal office and place of operations of which is located

Help

at:*

The undersigned authorized agent of the Provider certifies on behalf of the Provider that all of the following persons, if applicable, are in compliance with Divisions (I) and (J) of Section 3517.13 of the Ohio Revised Code with respect to all public officials who have or had authority to award that contract and all public officials who may authorize or receive goods and/or services under that contract:

A. Myself;
B. Each partner or owner of the partnership or association;
C. Each shareholder of the association;
D. Each executor or administrator of the estate;
E. Each trustee of the trust;
F. Each owner of more than twenty percent (20%) of the corporation or business trust;
G. Each spouse of any of the above listed persons;
H. Each child, between seven (7) and seventeen (17) years of age, of any of the above listed persons;
I. Any political action committee associated with the partnership, the unincorporated business, the estate, the trust, the corporation, or the business trust; and,
J. Any combination of the persons and entities identified in (A) through (I) above.

The undersigned certifies such compliance on and since (and on the date the Subdivision and the Provider entered into the Contract referenced above if it has not been entered into fully by them).

WARNING By signing this Certification of Compliance with Ohio Revised Code Section 3517.13, you are making a representation as to the truth of the statements contained herein. Making a false certification is a felony crime punishable by up to eighteen months in prison, and/or up to $2,500.00 for an individual or $7,500.00 for an organization. R.C. § 3517.992(R)(3).

FEDERALLY REQUIRED EEO CERTIFICATION FORM

The bidder hereby certifies that he has ...., has not ...., participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246,

Has or Has Not:*
Choices...

and that he has ...., has not ...., filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Has or Has Not:*
Choices...

Help

BUY AMERICA CERTIFICATION

The undersigned Proposer hereby certifies on behalf of itself and all contractors (at all tiers) that it will meet Buy America requirements in 23 CFR 635.410, using one of the following provisions:

The product contains no steel or iron products manufactured outside the United States. To be considered domestic, all steel and iron used and all products manufactured from steel and iron must be produced in the United States and all manufacturing processes, including application of a coating, for these materials must occur in the United States. Coating includes all processes that protect or enhance the value of the material to which the coating is applied. The Buy America process does not apply to this project. If there is ANY foreign steel or iron in your product you may not check this box.

Yes or No:*

Choices...

The product has minimal use of steel or iron products manufactured outside the United States. The Buy America regulation does “not prevent a minimal use of foreign steel and iron materials, if the cost of such materials used does not exceed one-tenth of one percent (0.1 percent) of the total contract cost or $2,500, whichever is greater. For purposes of this paragraph, the cost is that shown to be the value of the steel and iron products as they are delivered to the project. If this minimal use clause applies to your project, then please provide documentation indicating that this requirement is being met. The Buy America process does not apply to your project.

Yes or No:*

Choices...

The product meets the standards for the FHWA Manufactured Products waiver. FHWA policy provides for a Buy America waiver for certain manufactured products. To be eligible for the Manufactured Products waiver, the product must consist of less than 90% steel or iron content when it is delivered to the job site for installation. Please click the link below for the full guidance on manufactured products. If your product meets this manufactured products definition, please provide documentation of how the product is a manufactured product and submit to ODOT for approval.

https://www.fhwa.dot.gov/construction/contracts/121221.cfm

The product has foreign steel or iron; a Buy America waiver is required. ODOT may, but is not obligated to, seek a waiver of Buy America requirements if grounds for the waiver exist. However, Proposer certifies that it will comply with the applicable Buy America requirements if a waiver of those requirements is not available or not pursued by the Department. The waiver process can take time and the project may not move forward until a waiver is completed.

Yes or No*

Choices...

A false certification is a criminal act in violation of 18 USC 1001. Should this Ag estigated, Proposer has the burden of proof to establish that it is in compliance.

Help

CERTIFICATION AGAINST DEBARMENT AND SUSPENSION

The bidder hereby certifies by signing this proposal that, except as noted below, under penalty of perjury and under other such penalties as the laws of this state and the United States of America provide, that the company or any person associated there with in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds is not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency; that the company or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years; that the company or any person associated therewith in the capacity of owner, partner, director, manager, auditor, or any position involving the administration of federal funds does not have a proposed debarment pending; that the company or any person associated there with in the capacity of owner, partner, director, officer, principal investigator has not been indicted, convicted, or had a civil judgment rendered against the company, or themselves by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are exceptions to any of the above clauses please include a statement with the bid package detailing these exceptions.

Exceptions will not necessarily result in denial of award but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions. Execution of this proposal on the signature portion thereof shall constitute also signature of this certification as permitted by Title 28 United States Code, Section 1746.

☐ **The person or persons signing this proposal do hereby certify, under penalty of perjury, that this Certification of Suspension or Debarment is a true and accurate statement.**

*

NON-COLLUSION AFFIDAVIT

STATE OF:*

COUNTY OF:* **SS.**

_____ **, being first duly sworn,***

Help

deposes and says that he is:*

Choices...

of:*

the party making the foregoing proposal or bid; that such bid is genuine and not collusive of sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage

against:*

or any person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true, and further, that such bidder has not, directly or indirectly submitted this bid or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Affiant:*

AFFIDAVITS RELATING TO ELIGIBILITY OF BIDDER

The purpose of this form is to assure the Colerain Township Board of Trustees that the person signing the Proposal is legally competent to enter into the proposed Contract. Each bidder must complete Affidavits 1, 2, 3, 4 and 5 below, and have the completed forms notarized.

Affidavit #1

Sole owners or proprietors will complete Section A.
Partnerships will complete Section B.
Corporations will complete Section C.

SECTION A - FOR SOLE OWNERS OR PROPRIETORS

Optional: Vendor is not required to complete.

Help

I,* **hereby certify that I**

(Type full name)

am the sole owner or proprietor of:*

(Type name of company)

and that my business address is:*

(Type street name and number)

(Type city, state and zip code):* **(Telephone):***

Signature:*

SECTION B - FOR PARTNERSHIPS

Optional: Vendor is not required to complete.

In accord with Section 1775.08 of the Ohio Revised Code, I,*

(Type your full name):

hereby certify that I am a partner in:*

(Print name of company)

and that my business address is:*

(Print street name and number)

(Type city, state and zip code):* **(Telephone):***

☐ **and that I am authorized by my partner(s) to make this Proposal and to sign a Contract if we are awarded the bid.**
*

Signature:*

Help

Approved by:*

(Name of another partner)

SECTION C - CORPORATIONS

Optional: Vendor is not required to complete.

In accord with Sections 1701.64, 1703.03 and 1703.29 of the Ohio Revised Code,

I,* **hereby certify that I am**

(Type your full name):

of the:*

(Type title of position)

(Type name of corporation)

required

which company is incorporated in the State of:* **and is:***

Choices...

to do business in Ohio. The home address of the corporation is:*

(Type street name and number)

(Type city, state and zip code):* **(Telephone):***

and the local address, in or near Hamilton County, is:*

(Type street name and number)

(Type city, state and zip code):* **(Telephone):***

☐ **I am authorized to submit this Proposal, and to sign a Contract if this Company is awarded said Contract, by the following action of our Board of Directors.**

*

Taken on:*

(Date)

Help

Approved by:*

(Type name of officer)

(Type name of added office - or type "N/A")

required

Signature:*

AFFIDAVIT #2

In accord with Sections 102.04, 305.27 and 2921.42 of the Ohio Revised Code, I hereby certify that no elected or appointed official of Colerain Township, Hamilton County, Ohio, or any of its political subdivisions, owns more than five percent (5%) of the company or corporation I represent, nor has any interest in the proceeds of the Contract being bid.

Signature:*

AFFIDAVIT #3

In accord with Specification 102.13 of the Ohio Department of Transportation, I hereby certify that the Proposal made below is an independent, balanced and honest Proposal, made without collusion with any other bidder or consultation with any elected or appointed official of Colerain Township, Hamilton County, Ohio, or its political subdivisions. I further certify that the subcontractors and/or material suppliers with whom I expect to deal if awarded this Contract, have certified that their bids are made without collusion with other bidders or consultation with any elected or appointed official of Colerain Township or its political subdivisions.

Signature:*

AFFIDAVIT #4

Help

In accord with Sections 153.59, 153.591 and 153.60 of the Ohio Revised Code, I hereby certify that the Company or Corporation I represent does not discriminate on the basis of race, religion, origin, creed, color, sex or handicap when hiring employees, purchasing materials, or entering into subcontracts, and further, that we practice equal employment opportunities for all qualified persons.

Signature:*

AFFIDAVIT #5

In accord with Section 5719.042 of the Ohio Revised Code, I hereby certify that the company or corporation I represent is not delinquent in payment of personal property taxes to the State of Ohio, or any subdivision thereof.

Signature:*

BID BOND

Bid Guaranty Check or Bid Guaranty Bond must include Colerain Township, OH Public Services Department Roads Division and the Ohio Department of Transportation as Obligees

Confirmation

Confirmation*

Choices...

REQUIRED DOCUMENTS LIST

Name	Description	Omission Terms
Bid Guaranty Check	Bid Guaranty Check	I am providing a Bid Guaranty Bond.
Bid Guaranty Bond	Bid Guaranty Bond	I am providing a Bid Guaranty Check.

2 Required Documents

Help

2023 Road Program						
Street	**To**	**From**	**Length**	**Curb Replacment**	**Asphalt Rejuvination**	**Concrete Joint Repair**
Autumnridge Dr	End	Crest Rd.	1,056	2,095	2713	0
Butterwick Dr	Culdesac	New Market Dr.	1,407	2,875	3685	0
Erin Dr	Culdesac	Brockton	1,302	2,548	3401	0
Gila Ct	Tripoli Dr.	Kingman Dr.	980	1,885	2592	0
Jillmarie Dr	Culdesac	End	555	1,010	1510	0
Klondike Ct	W. Culdesac	E. Culdesac	403	840	1120	300
Menominee Dr	Wheatfield Dr.	Springdale Rd.	1,665	2,960	4304	4000
Newmarket Dr	Klondike Ct.	Stout Rd.	1,555	3,075	3954	3000
Penarth Dr	Dogleg	Stout Rd.	1,312	2,635	3415	0
Renetta Dr	Culdesac	S. End	594	1,190	1484	1000
Tripoli Dr	S. End	Gila Ct.	1,932	3,870	4979	0
Westerly Dr	John Gray Rd.	Haverknoll Dr.	2,277	4,556	5858	0
Wilson Ave	Penarth Dr.	Pippin	935	1,770	2418	2000

Colerain Township

23-1 Road Improvements

	Engineers Estimate		*$3,489,238.72*		
ITEM NO.	***ITEM DESCRIPTION***	***QTY***	***UNIT***	***Price***	***Total***
254	WEARING COURSE	41,305	S.Y	$3.00	$123,915.00
442	ASPHALT SURFACE COURSE, 12.5 MM, TYPE A (448)	1,886	C.Y	$260.00	$490,370.83
441	ASPHALT INTERMEDIATE COURSE	1,886	C.Y	$230.00	$433,789.58
611	STORM MANHOLE SHIM RING	2	EACH	$220.00	$440.00
611	STORM MANHOLE BRICK AND MORTAR	26	EACH	$650.00	$16,900.00
611	SANITARY MANHOLE SHIM RING	0	EACH	$165.00	$0.00
611	SANITARY MANHOLE PRECAST RING	41	EACH	$700.00	$28,700.00
611	SANITARY MANHOLE RECONSTRUCT (B&M)	16	EACH	$700.00	$11,200.00
611	WATER VALVE SHIM RING	1	EACH	$200.00	$200.00
608	SIDEWALK RAMPS 5"	3,015	S.F	$13.00	$39,195.00
608	SIDEWALK 5"	0	S.F	$10.00	$0.00
452	DRIVEWAY APRONS 7"	3,150	S.F	$10.00	$31,500.00
609	TYPE 3 CURB REPLACEMENT	31,309	L.F	$35.00	$1,095,815.00
609	TYPE 3 PARTIAL CURB REPLACEMENT	0	L.F	$40.00	$0.00
611	SINGLE CATCH BASIN RECONSTRUCT	21	EACH	$2,200.00	$46,200.00
611	SINGLE CATCH BASIN REHABILITATE	28	EACH	$1,100.00	$30,800.00
611	SINGLE CATCH BASIN ADJUSTMENT	0	EACH	$650.00	$0.00
611	DOUBLE CATCH BASIN RECONSTRUCT	21	EACH	$2,300.00	$48,300.00
611	DOUBLE CATCH BASIN REHABILITATE	12	EACH	$1,400.00	$16,800.00
611	DOUBLE CATCH BASIN ADJUSTMENT	0	EACH	$700.00	$0.00
SPL	FULL DEPTH ASPHALT REPAIR	2,780	S.Y	$100.00	$278,000.00
SPL	CONCRETE JOINT REPAIR	10,300	S.F	$12.00	$123,600.00
SPL	UNDERCUT (PER DETAIL IF NEEDED)	2,780	S.Y	$110.00	$305,800.00
SPL	ASHPALT REJUVENATION	41,432	S.Y	$1.06	$43,918.27
SPL	UNDERDRAIN	0	FT	$19.00	$0.00
SPL	CONTINGENCY				$323,795.03
				Total	

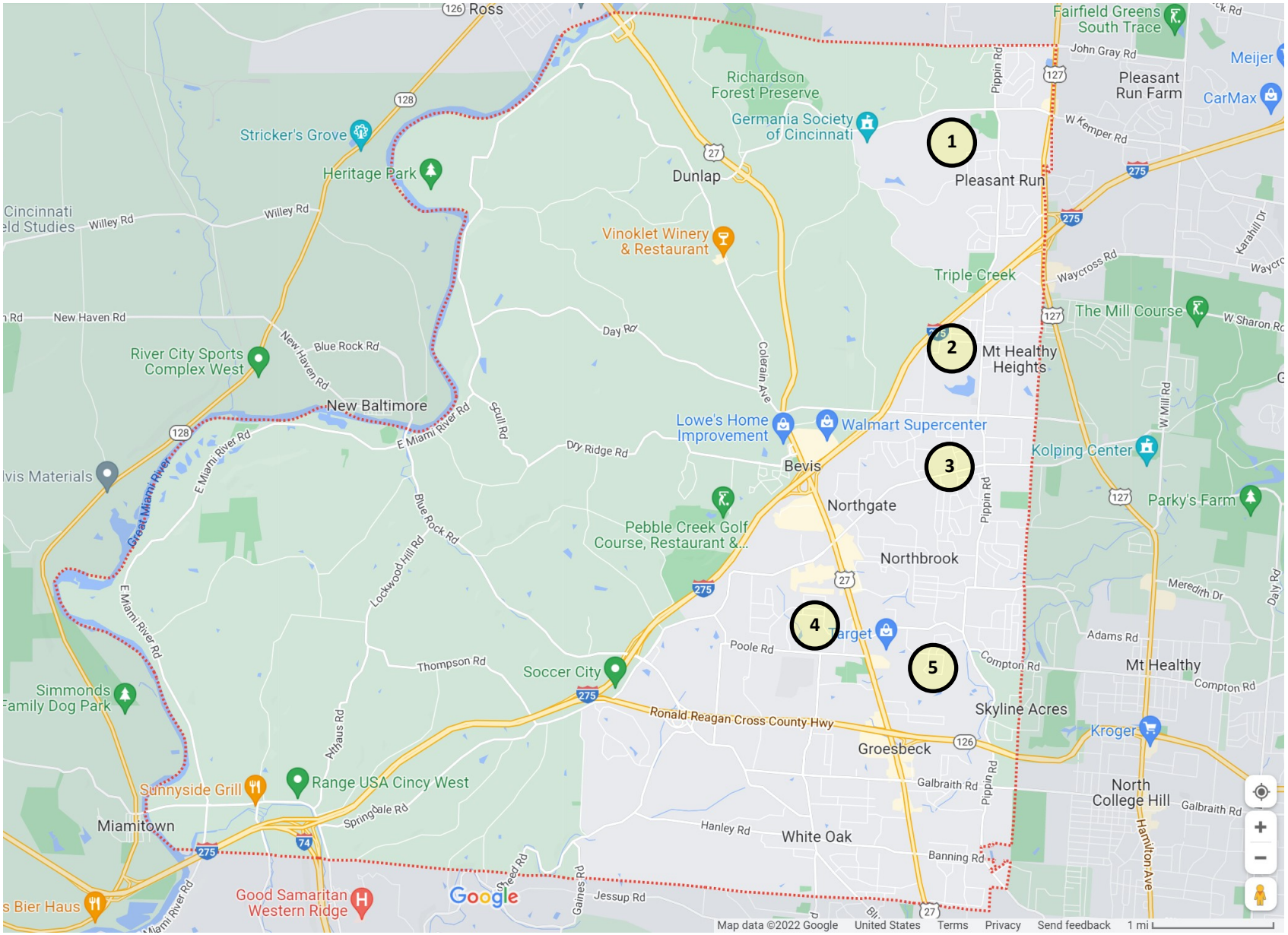
Bidder Name

Signature

Company

COLERAIN
TOWNSHIP ~ OHIO

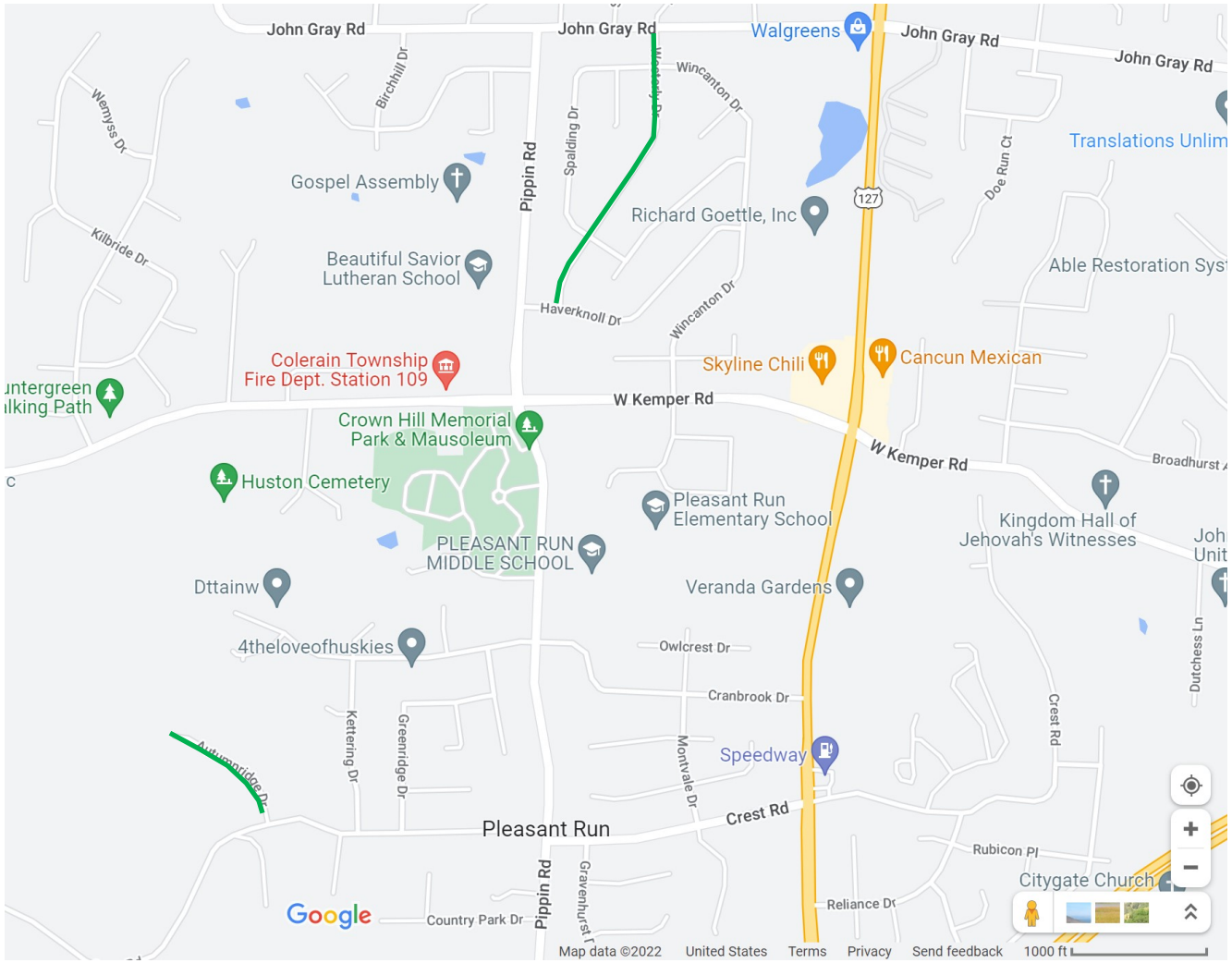
2023 Road Program
Overview



COLERAIN
TOWNSHIP ~ OHIO

2023 Road Program

Area 1



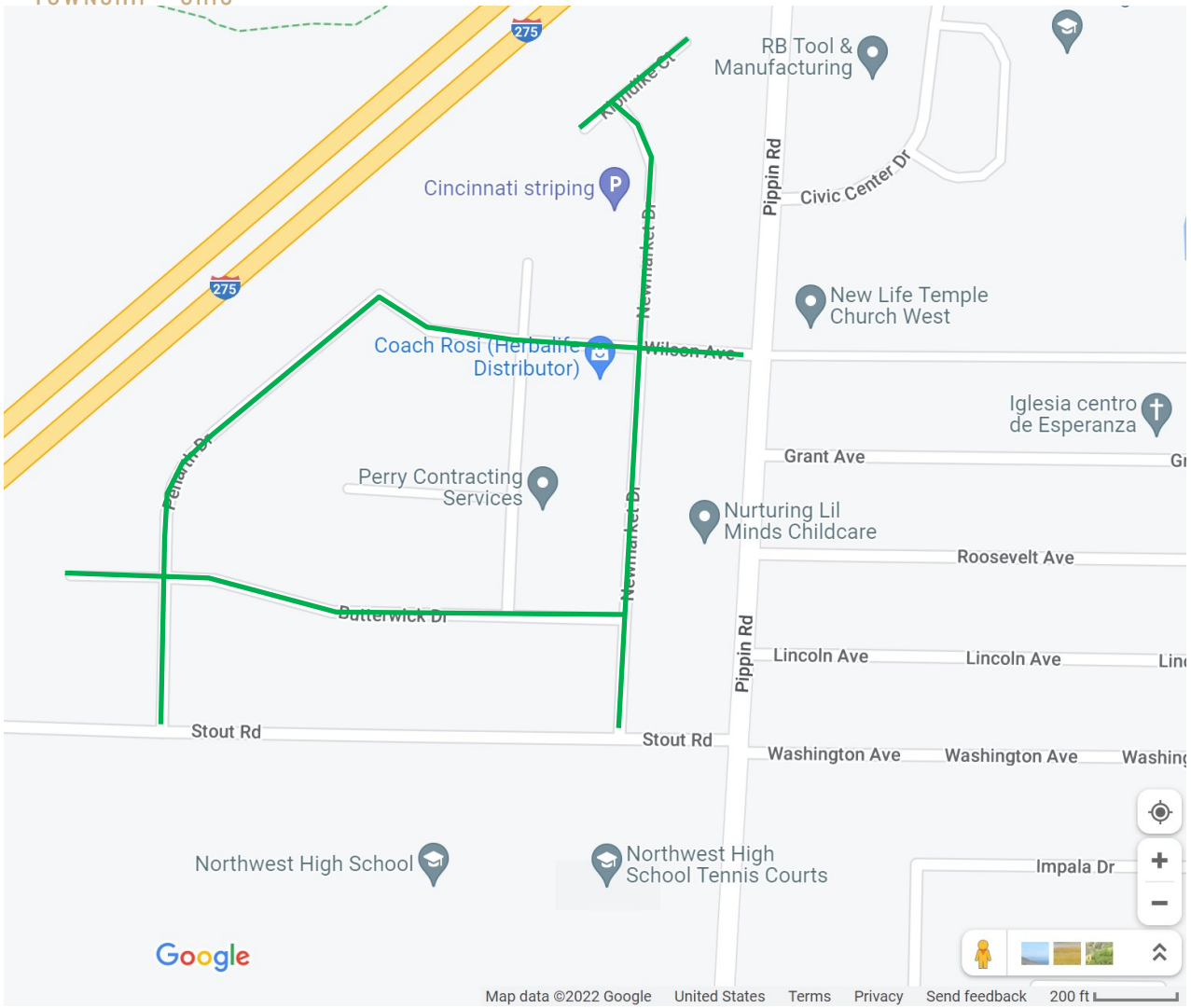
Westerly Drive from Haverknoll Drive to John Gray Road

Autumnridge Drive

COLERAIN TOWNSHIP ~ OHIO

2023 Road Program

Area 2

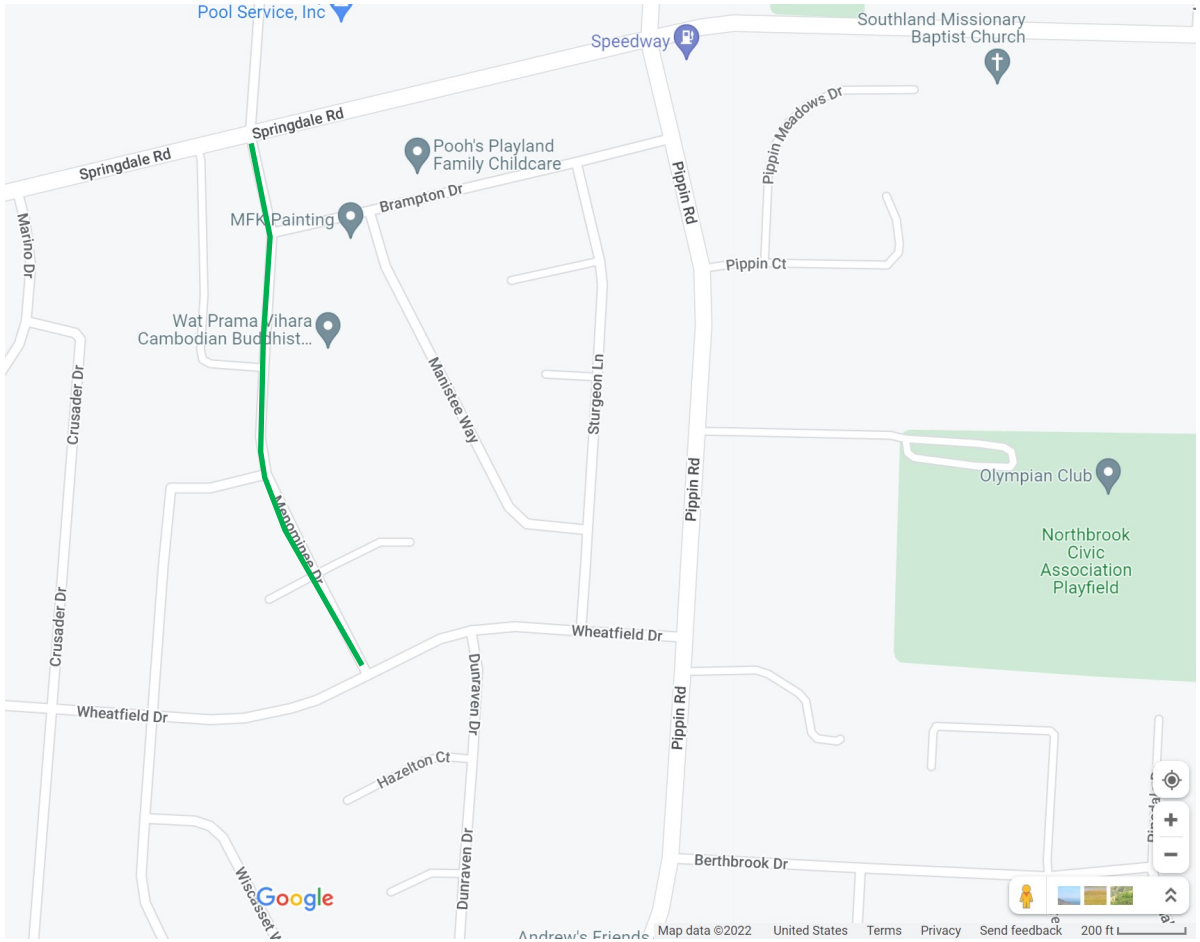


Butterwick Drive
Wilson Avenue from Pippen Road to Penarth Drive
Penarth Drive
Klondike Court
Newmarket Drive

COLERAIN
TOWNSHIP ~ OHIO

2023 Road Program

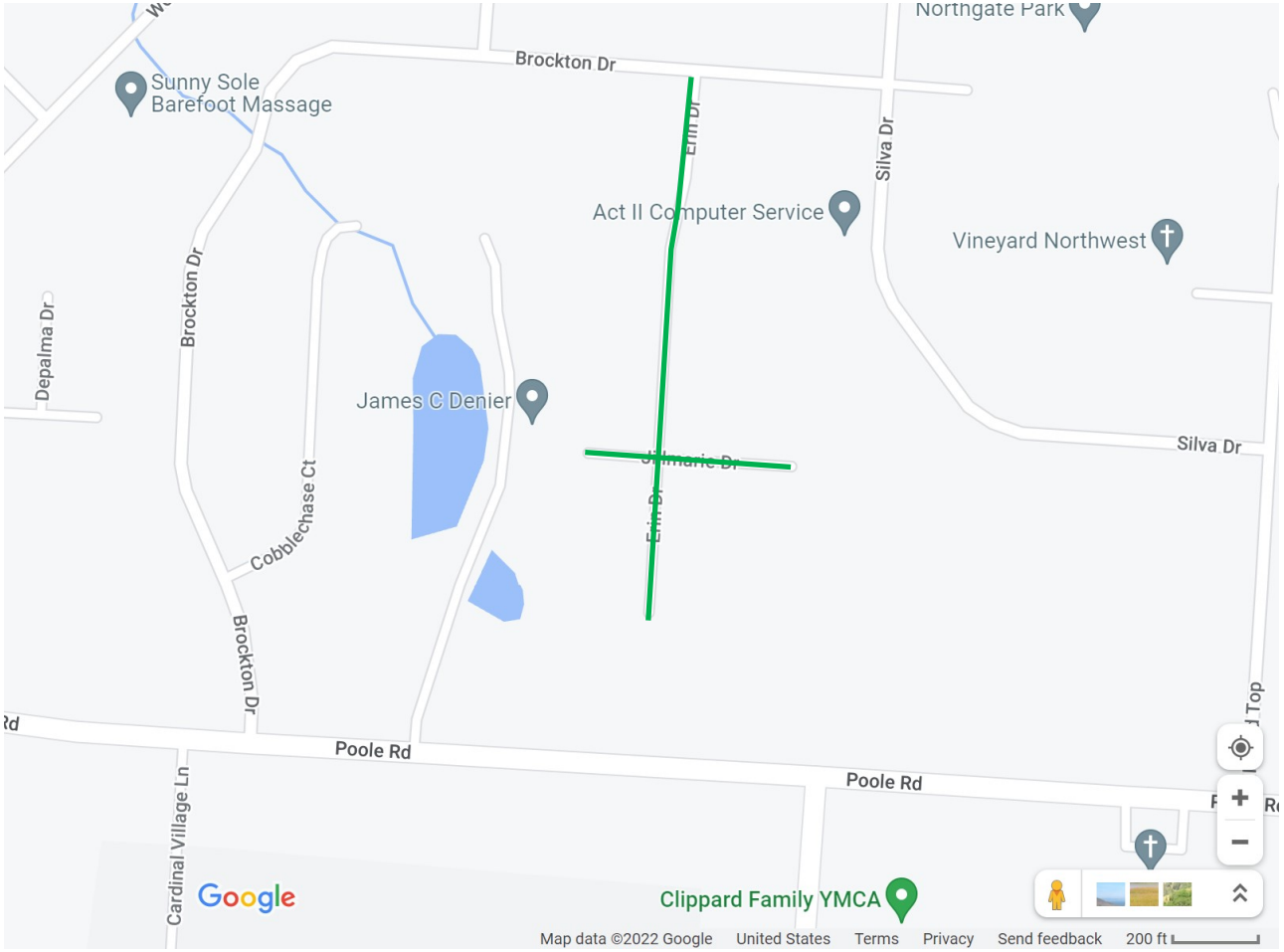
Area 3



Menominee Drive from Wheatfield Drive to Springdale Road

2023 Road Program

Area 4



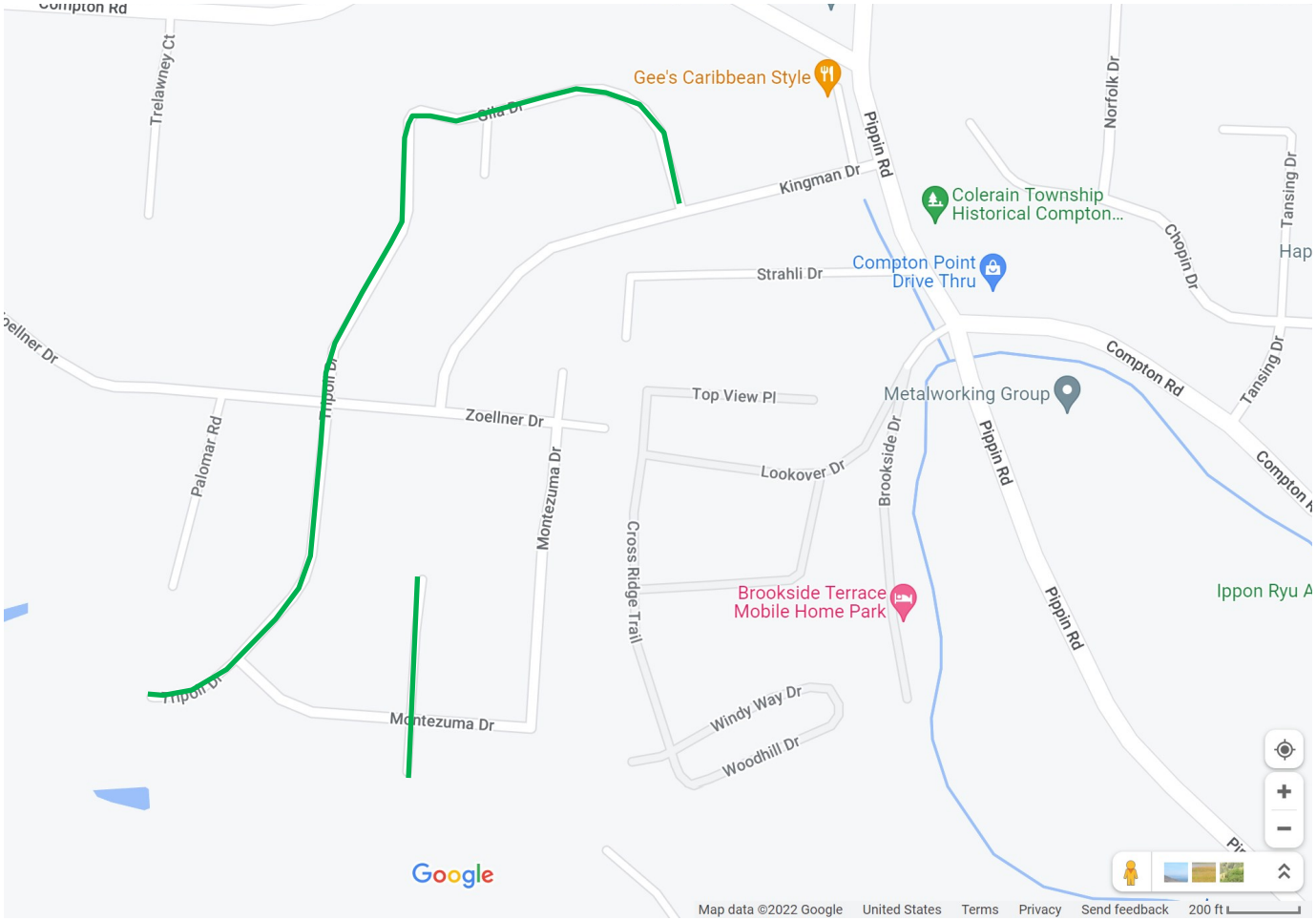
Erin Drive

Jillmarie Drive

COLERAIN
TOWNSHIP ~ OHIO

2023 Road Program

Area 5



Gila Court from Tripoli Drive to Kingman Drive

Tripoli Drive from Gila Court to Cul-de-sac

Renetta Drive

PUBLIC SERVICES

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Motion Authorizing Township Administrator to Execute Agreement with Choice One Engineer for Engineering Services for Springdale Road Sidewalks for $132,300

Recommend ADOPTION of the Motion.

Rationale:

The Township was awarded funding through the OKI Transportation Alternatives grant to install sidewalks along Springdale Road from Loralinda to Colerain. This agreement will hire the engineer that will oversee and design the project for Colerain.

Colerain reached out to firms that had pre-qualified through the Engineer & Design Master Services Agreement process over the past three years. Of the firms that responded, Choice One Engineering provided the best quote for this service at $132,300. This vendor is pre-qualified with ODOT.

Choice One Engineering

Date
November 10, 2022

Attention
Jeff Weckbach
Township Administrator
jweckbach@colerain.org

Address
Colerain Township
4200 Springdale Road
Colerain Township, OH 45251

Subject
Agreement for Professional Services
Springdale Road Sidewalk (HAM-CR96-5.25, PID 117209)
HAM-COL-2204

Dear Mr. Weckbach:

Choice One Engineering Corporation appreciates the opportunity to provide services for the Springdale Road Sidewalk Project.

This Agreement is by and between Colerain Township, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute two originals, keeping one for your files and returning one to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of 4 pages, ODOT LPA scope consisting of 11 pages, and S&ME proposal consisting of 8 pages, Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

Colerain Township

_____
Authorized Signature

_____
Date

Choice One Engineering Corporation

Nicholas J. Selhorst
Nicholas J. Selhorst, P.E., Project Manager

11/10/2022
Date

W. Central Ohio/E. Indiana
440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky
8956 Glendale Milford Rd., Suite 1
Loveland, OH 45140
513.239.8554 Phone

www.CHOICEONEENGINEERING.com

Scope of Services

Project Snapshot

Choice One intends to provide construction plans for the construction of sidewalk on Springdale Road in Colerain Township, Ohio.

Project Details

- See attached map for project area. Sidewalk will be added on both sides of Springdale Road between Colerain Avenue and Loralinda Drive. Project length is approximately ½ mile.
- Project is being partially funded by an OKI Transportation Alternatives grant.
- No mid-block crossings will be designed as part of these improvements.
- Sidewalk will be installed with an 8' typical section, where possible. There will be a 3' tree lawn and a 5' wide sidewalk designed on both sides of Springdale Road, where possible. This applies even to areas that have existing sidewalk.
- Sidewalk will go through existing driveways at 1.56% max cross slope and then driveways will tie back in with existing material.
- ADA-compliant curb ramps will be installed at all intersections with sidewalk.
- No modifications to traffic signals are anticipated according to the LPA scope.
- No paving work or curb work is included in the project scope other than repair contingencies around curb ramps. The entire road corridor already has curb installed. No inlet spacing or storm sewer calculations will be required because curb already exists everywhere.
- Material and construction standards will be covered by general notes and specifications.
- No certified traffic is being required by ODOT.
- It is anticipated that 1-acre of earth will be disturbed, so a post construction BMP will be needed for water quality reasons. This 1-acre disturbance will also require a Notice-of-Intent permit to be submitted to the OEPA.
- No street lighting or landscaping will be designed as part of this project.
- Choice One will contact affected utility companies directly to request basemaps to confirm the utilities marked by OUPS. Electric, telephone, cable, and gas will be relocated by the appropriate company, if necessary. Prior to Stage 1 submittal, Choice One will flag potential utility relocations and impacts for Township for discussion.
- Plans will be designed to Ohio Department of Transportation (ODOT) and Hamilton County standards and specifications.
- Maintenance of Traffic will be covered by general notes and ODOT's standard construction drawing MT-95.61 and any other pertinent standard construction drawings. Traffic will be maintained by using the two way left turn lane as a thru lane. The outside thru lane will most likely need to be closed down in the direct area where sidewalks are being installed.
- No geotechnical report is included in this original scope. A geotechnical report will only be needed in areas with retaining walls over 4' tall, and it is unknown if any of those will be needed at this time. If one is required, Choice One will submit agreement amendment to Client. No walls over 4' tall are anticipated though.
- Environmental document will be done by Choice One subconsultant (S&ME). See attached scope for more details.
- Project will be ODOT Let and designed to full ODOT plan standards (see Volume 3 of the ODOT L&D manual). ODOT will handle all construction bidding procedures.
- No construction administration or observation is included in Choice One's scope. This will be handled by ODOT or a task order consultant hired by ODOT.
- No R/W plans or acquisition are included in this initial scope. Once Stage 1 plans are submitted and the number of parcels is known, an agreement amendment will be sent for that work. The eventual R/W consultant will go under contract with Colerain Township.
- Construction is estimated at $525,000 according to LPA form. However, Choice One believes the estimate should be closer to the $900,000 range at least based on the LPA scope.
- Choice One will conduct services as set forth in the LPA Scope of Services Form from the Scope of Services Meeting on 10/18/2022 (copy attached); and as described further in detail in this agreement, and as defined in the Ohio Department of Transportation's Specifications for Consulting Services, 2019 Edition."

Project Services

1. **Topographic Survey**
    a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
    b. Perform necessary deed and plat research.
    c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates and NAVD 88.
    d. Field reconnaissance and traverse of existing monumentation.
    e. Identify visible features from 50' beyond right-of-way for both sides including utilities and drainage.
    f. Provide path cross-sections every 50', at driveways, and other critical areas.
    g. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
    h. Locate underground utilities as marked by the appropriate utility companies.
    i. The location of existing right-of-way lines is anticipated to be a factor for the project design. Boundary resolution of the properties along the route will be completed to show location of existing right-of-way lines and adjacent property lines based on existing monumentation, plats, deeds, and other readily available information.
    j. Provide one (1) foot contour intervals.
    k. Completed topographic survey shall be provided in AutoCAD format.

2. **Environmental Document (by Choice One subconsultant)**
    a. See attached scope from S&ME for specific environmental work based on ODOT's LPA form.

3. **Construction Plans**
    a. Design construction plans to include:
        i. Title Sheet
        ii. Schematic Plan
        iii. Typical Sections
        iv. Site Plan to Develop Storm Water Pollution Prevention Plan
        v. General Notes and Details
        vi. Intersection Details, including Curb Ramps
        vii. Subsummaries
        viii. General Summary and Engineer's Estimate
        ix. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
        x. Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
        xi. Maintenance of Traffic Notes and Details
        xii. Pavement Markings and Signage Plan
        xiii. Traffic Control Notes, Details and Plans
    b. Submit plans to ODOT for Stage 1, 2, 3, and Final Tracings for review and approval.
    c. Provide Engineer's Estimate at Stage 1, 2, 3 and Final Tracings in Estimator format.
    d. Stormwater BMP design, approved by ODOT.
    e. Field walk project route prior to Stage 1 plans submittal and again prior to Stage 3 plans submittal.
    f. No SWPPP will be provided by Choice One. That will be included as a line item in the bid for the contractor to provide.

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Traffic Impact Studies
2. Roadway Design
3. Traffic Signal Design
4. Construction Bidding Procedures
5. Record Drawings

Client Responsibilities

- Payment of all agency-related fees.
- Provide Storm Water Notice of Termination.
- Provide benchmark data, traverse data, and related notes, if available.
- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Assist in utility company coordination.

Compensation & Schedule

Compensation

Lump Sum Fee Schedule	
Topographic Survey	$12,700.00
Environmental Document	$11,000.00
Construction Plans	$108,600.00
Grand Total	**$132,300.00**

Schedule

Choice One will submit Stage 1 plans to ODOT by May 1, 2023 assuming we are authorized by December 16, 2022. Choice One will work with ODOT to shift the milestone dates around in Ellis to accomplish this while still bidding the project in Fiscal Year 2025.


PROJECT LIMITS - SPRINGDALE ROAD SIDEWALK
Springdale Rd
Capstan Dr
Hollis Dr
Redskin Dr
Alamosa Dr
Fernhaven Ct
Loralinda Dr
Arborwood Dr
Dunlap Dr
Niagara St
Coleen Dr
Condor Dr
Orangeburg Ct
Deshler Dr
Stacia Dr
Ainsworth Dr
Coleraln Ave
Flat Top Dr
126
27
Google Earth
1000 ft
N

LPA SCOPE OF SERVICES FORM – *REVISED 10/18/22*

A. Project Identification

County	Hamilton	Route	CR 96 Springdale Rd	Section	5.25

Project sponsor / Maintenance responsibility:	Colerain Township

Local Let		ODOT Let	X
Field review date:	10/18/22	Scope meeting date:	10/18/22

Highway Functional Classification	Urban Major Collector

PID	117209		
Fiscal Year	2025	Proposed sale date:	Q3 FY 2025

B. Design Standard

AASHTO; ODOT; HCEO (TBD)

LPA must identify and attach any locally developed design standards proposed for the project for review and acceptance by the ODOT District.

C. Project Description

Purpose and Need:	There is a large gap in our sidewalk network along Springdale road from Colerain Avenue to Loralinda Dr. There have been pedestrians struck in this area and there is a beaten path in the dirt from pedestrian activity. Purpose is to improve safety for pedestrians traveling along Colerain Avenue.
Project Description:	Install sidewalks along Springdale Road from Colerain Avenue to Loralinda Dr. OKI application discussed removing existing intermittent sidewalk and replace with a contiguous section meeting county engineer standards (8’ typical section; 3’ tree lawn with 5’ wide sidewalk).

Prior studies / plan (identify):	Connect Colerain Sidewalk Plan: https://cagisportal.maps.arcgis.com/apps/MapJournal/index.html?appid=981a5107cebb4185a91f532cff33052c
Estimated Project Length: (limits of physical work)	0.5 miles
Work Length: (project length & approach work, e.g. MOT signage)	Approx. 0.5 miles

Alignment	Existing	X (roadway)	New	X (sidewalk)
Profile	Existing	X (roadway)	New	X (sidewalk)
Logical Termini: (w/explanation)	Colerain Avenue and Loralinda Drive. Sidewalks stop at or around these locations.			

D. Typical Sections

Existing:

Width:	Pavement	Varies	Graded Shoulder	Varies	Treated Shoulder	Varies
R/W	TBD during survey & design					
Bridge	face to face of rails	N/A		toe to toe of parapets	N/A	

Curbs	Yes	X	No	
Curb ramps	Yes	X	No	

Sidewalks	Yes	X	No		Comment	Intermittent segments to be removed and replaced (per the OKI application)
Guardrail	Yes		No	X	Type	

Existing Signals:	Yes:	X	No:		Number: 3
Locations:	Colerain Avenue, Niagara, Loralinda				
Ex. Warrants?:	N/A				

Proposed:

Width:	Pavement	Same	Graded Shoulder	Same	Treated Shoulder	Same

Bridge	face to face of rails		N/A			toe to toe of parapets		N/A	
Median:	Yes		No	X	Type				
Curbs:	Yes	X	No		Type	TBD during design (replace small sections near curb ramps if necessary)			
Curb ramps:	Yes	X	No		Comment	Ensure curb ramps are designed in detail to meet ADA requirements			
Sidewalks	Yes	X	No		Comment	8' typical section (3' wide buffer with 5' wide walk)			
Guardrail	Yes		No	X	Type				

Proposed Signals:	Yes:	X	No:		Number: Same as existing		
Locations:	Same as existing						
Warrants:	Not required						
ITS Coordination (CFR 940):	Major ITS:		Minor ITS:		Non-ITS:	X	
Procedures for CFR 940 ITS Compliance follow Part 13 to ODOT Traffic Engineering Manual							
Comments:	No signal improvements proposed with the project.						

Opportunities for Safety Improvements

Crash History/Potential Countermeasures | 5 pedestrians have been struck in this
Corridor in recent years. Primary P&N of the project is to improve safety for
Pedestrians.

Supplemental Information

ADT	14,386vpd	Design ADT	TBD
DHV	Not provided at scoping	Certified Traffic	Not required
T24	Not provided at scoping		
Design Speed	35 mph	Legal Speed	35 mph

Comments:	If design traffic ends up being required for any reason, Colerain Township can develop design year traffic using existing/recent counts and applying a growth rate from OKI.

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No			
Approximate # of Parcels:	TBD					
Relocations:	Yes		No	X		
Railroad Involvement:	Yes		No	X		
Railroad Name:	N/A					
Encroachments:	TBD during design					
Airway Highway Clearance:	Yes	X	No			
Airport Name	Sheriff's Office Helipad is 12,000lf from project.					
Comments:	Submit analysis per ODOT's L&D manual with Stage 1					

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator. Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

F. Utilities

Aerial:

Phone	Yes	X	No		Company	Alta Fiber
Cable	Yes	X	No		Company	Various
Power	Yes	X	No		Company	Duke Energy

Buried:

Phone	Yes		No	X	Company	
Cable	Yes		No	X	Company	
Power	Yes		No	X	Company	
Gas	Yes	X	No		Company	Duke Energy

Pipelines	Yes		No	X	Company			
Water	Yes	X	No		Private		Public	X
Sanitary Sewer	Yes	X	No		Private		Public	X
Storm Sewer	Yes	X	No		Private		Public	X
Other	TBD during design							
Comments	Consultant to try to avoid utility conflicts throughout design while holding to the scope of work. If utility conflicts cannot be avoided, they should be minimized. Consultant to provide a copy of the OUPS ticket information to ODOT PM (if applicable). Up to date utility contacts shall be used at each plan submission. Utility contact information can be requested by consultant from ODOT PM. If OUPS and OGPUPS ticket are more than two (2) years old, a design non-marking ticket shall be requested to obtain most up to date Utility Members List. The ticket does not need to be submitted to obtain the Utility Members List. Consultant to provide a utility set of plans with the utility lines shown in color using using the most recent version of ODOTcadd_UTPen.tbl at each plan submission. This file is found in the standard ODOTcadd executable file that can be downloaded from the CADD services webpage. Consultant to prepare a summary of potential utility conflicts at each plan submission. Summary to be provided to Utility Companies at each plan submission. Summary to include, but not limited to station and offset of conflict, type of conflict (direct, decreased cover, proximity, etc.), utility owner (if known) and utility type. Consultant to compile Utility Company responses and forward to the ODOT PM. Final compilation of utility correspondence is due 35 days after plan submission to utilities. A “no response” from a utility on a plan submission review cannot be considered as “no comment”, “no conflicts” and/or “a confirmation of the consultant’s findings” from the utility. A written response (email is sufficient) must be received from the utility verifying that they have no comments, no conflicts and/or they agree with the conflicts identified by the consultant. Consultant to review the Utility Company responses and evaluate. The evaluation of the responses shall include validating that a conflict does exist or that a utility may remain in place. If a conflict does exist, consultant should provide an evaluation of the feasibility of potential resolutions. A disposition of utility status (i.e. utility to stay in place, utility facility relocation plan in writing or plan format) is required at the Stage 3 submission. This disposition shall be included to the utilities with the Stage 3 plan submission. This disposition shall be formulated based on utility responses from previous plan submissions.							

G. Structure Requirements – N/A (no structure work planned)

H. Design Exception(s) required

Yes		No	X	Possible	N/A
Explain:	N/A				

I. Traffic Control (Permanent)

Signing:	Yes	X	No		Remarks	Relocate existing signs for the new sidewalk if necessary
Striping:	Yes	X	No		Remarks	Application of crosswalks and adjustments to other striping at intersections as necessary to accommodate the crosswalks
Lighting:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour		Part Width	X
Remarks:			

Maintenance of Pedestrian and Bicycle Traffic:	Yes	X	No	
Remarks:				

K. Driveways

Yes	X	No		Type	Residential and Commercial; Sidewalk should go through the driveways and meet ADA requirements. Often times the aprons need to be rebuilt at the same time so ADA requirements are met.

L. Project Funding

Project Cost Estimate:	$525,230					
Sources of Funding:	Federal (Transportation Alternatives Grant from OKI); Local Dollars					
Quantity splits required:	Yes		No	X		
Comments:						
Coordination with Concurrent Projects:	Yes		No	X		
Comments:						

Detailed Cost Estimates and Participation:

	Federal Funds	Percent Split	Local Funds	Percent Split
PE		0%	64,815	100%
RIGHT OF WAY		0%	35,000	100%
UTILITIES				
CONSTRUCTION	262,615	50%	262,615	50%
CONST ENGINEERING				
TOTAL	262,615	42%	362,430	58%

M. Environmental

Scope of the Proposed Action /Involvement with Resources:

These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.

Additional information regarding these items can be found on the Office of Environmental Services – Environmental Tool Kits webpage at http://www.dot.state.oh.us/Divisions/Planning/Environment/training/Pages/Toolkits.aspx

	Not required	Required	Responsibility	Comments
Tentative CE Level C2		X	Colerain Township	
Purpose and Need Statement	X			
Section 106 Scoping Request Form		X	ODOT D8	
Cultural Resource Phase 1	X			
Cultural Resource Phase II	X			
Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recovery Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation	X			
Ecological Survey Level 1		X	Colerain Township	Use Ecological Exempt Form if applicable
Ecological Survey Level 2	X			
Wetland Survey	X			
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers	X			
404 PCN-Army Corps of Engineers	X			
404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone	X			

Scenic River	**X**			
Farmland Screening or FCIR		**X**	**Colerain Township**	**Document that project meets ODOT's Farmland MOU**
Public Involvement		**X**	**Colerain Township**	**Letters to adjacent property owners**
Public Meeting/Hearing	**X**			
Regulated Material Review Screening		**X**	**Colerain Township**	
RMR Investigation / Assessment		**TBD**	**Colerain Township**	**Pending results of the RMR Screening**
Drinking Water Resources		**X**	**Colerain Township**	**Prepare resource mapping and develop plan notes if applicable**
Flood Plain/Flood Way		**X**	**Colerain Township**	**Follow OES Flood Plain Management Guidelines**
Underserved Populations		**X**	**Colerain Township**	**Follow OES UP Guidance**
Noise Study		**X**	**Colerain Township**	**Document that no noise analysis is required using OES flow chart**
Air Quality		**X**	**Colerain Township**	**Document that no air quality analyses are required using OES flow charts**

Asbestos Inspection Required:	Yes		No	X
Comment	N/A			

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

None

N. Roles / Responsibilities

Construction plan development: (ODOT Prequalified Consultant must be used if not being prepared in house by LPA)	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT

LPA Agreement (ODOT-Let):	Colerain Township / ODOT
Form and preliminary legislation:	Colerain Township
Advertising and award of contract:	ODOT
Construction inspection:	ODOT
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultants
Utility coordination / relocation:	ODOT / ODOT Prequalified Consultant/ Colerain Township

O. Field Review

Date:	10/18/22

REPRESENTATIVES PRESENT: *See attached sign-in sheet.*

Other Comments/Requirements:	

Inlet spacing and storm sewer calculations are not needed since curb already exists. If EDA is greater than 1 acre, BMP will be needed.

Not anticipating needing any geotechnical requirements, as no retaining walls are anticipated.

P. Project Schedule

Milestone	SFY (Qtr)	Complete	Date
Authorized Design Consultant	2023 (Q2)	—	12/16/2022
Stage 1 Plans - Submitted	2023 (Q3)	—	02/01/2023
NEPA Start Date	2023 (Q3)	—	02/15/2023
Stage 1 Plans - Complete	2023 (Q3)	—	03/01/2023
Preliminary R/W Plans - Submitted	2023 (Q4)	—	05/01/2023
Preliminary R/W Plans - Approved	2023 (Q4)	—	06/01/2023
Final R/W Plans Submitted	2024 (Q1)	—	07/17/2023
Stage 2 Plans - Submitted	2024 (Q1)	—	07/17/2023
Final R/W Plans - Approved	2024 (Q1)	—	08/15/2023
Stage 2 Plans - Complete	2024 (Q1)	—	08/15/2023
R/W Authorized	2024 (Q1)	—	09/01/2023
Environmental Document Approved	2024 (Q3)	—	02/01/2024
Stage 3 Plans - Submitted	2024 (Q3)	—	03/01/2024
Stage 3 Plans - Complete	2024 (Q4)	—	04/01/2024
R/W Acquisition Complete	2025 (Q1)	—	08/15/2024
Tracings Complete	2025 (Q1)	—	08/16/2024
District R/W Certification	2025 (Q2)	—	10/02/2024
Final Tracings - Approved	2025 (Q2)	—	10/03/2024
Plan Package Received in C.O.	2025 (Q2)	—	10/04/2024
Sale	2025 (Q3)	—	01/01/2025
Award	2025 (Q3)	—	01/01/2025

Services Choice One Engineering Corporation (Choice One) will perform services for the Project as set forth in the Choice One agreement and in accordance with these Terms & Conditions. Choice One has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Choice One in performing their services.

Additional Services The Client and Choice One acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Choice One will notify the Client of the need for additional services and the Client will pay for such additional services at an hourly rate or as agreed to by the Client and Choice One.

Project Requirements The Client will confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they will be furnished to Choice One at Project inception. Choice One will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Period of Service Choice One will perform the services for the Project with due and reasonable diligence consistent with normal professional practices according to the Project Schedule. Should Choice One discern that the schedule cannot be met for any reason, Choice One will notify the Client as soon as practically possible.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Choice One, the Client agrees to the fullest extent permitted by law, to limit the liability of Choice One for any and all damages or claim expenses arising out of this agreement, from any and all causes, to $50,000 or the fee realized by Choice One for the Project, whichever is greater.

Compensation In consideration of the services performed by Choice One, the Client will pay Choice One in the manner set forth in the Choice One agreement. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation will be reasonably adjusted for delays or extensions of time beyond the control of Choice One.

Payment Terms Choice One will submit monthly invoices for services performed and Client will pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting any billing or portion thereof. Choice One will be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to Choice One is not contingent on arrangement of project financing. Invoice payment delayed beyond sixty (60) calendar days will give Choice One the right to suspend services until payments are current. Nonpayment beyond seventy (70) calendar days will be just cause for termination by Choice One.

Amendment This Agreement may not be amended except in writing and executed by both Choice One and Client. No alterations or modifications to these Terms and Conditions will be effective unless affirmatively contained in the signed amendment.

Assignment Neither party will assign its rights, interests or obligations under the Project without the express written consent of the other party.

Authorized Representatives The officer assigned to the Project by Choice One is the only authorized representative to make decisions or commitments on behalf of Choice One. The Client will designate a representative with similar authority.

Betterment If, due to Choice One's error or omission, any required item or component of the project is omitted from Choice One's construction documents, Choice One will not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will Choice One be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

Buried Utilities Where applicable to the Project, Choice One will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by Choice One will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information on which Choice One relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against Choice One for damages to underground improvements resulting from subsurface penetration locations established by Choice One, except for damages caused by the sole negligence or willful misconduct of Choice One.

Compliance with Laws Choice One will perform its services consistent with normal professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Choice One will be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Consequential Damages Neither the Client nor Choice One will be liable to the other for any consequential damages regardless of the nature or fault.

Construction Observation, If Applicable Construction observation will consist of visual observation of materials, equipment, or construction services for the purpose of ascertaining that the service is in general conformance with the Contract Documents. Such observation will not be construed as relieving the parties under contract in any way from their obligations and responsibilities under the Contract Documents. Specifically, observation will not require Choice One to assume responsibilities for the means and methods of construction. The Client has not retained Choice One to make detailed inspections or to provide exhaustive or continuous project review and observation services. Choice One does not guarantee the performance of, and will have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier, or any other entity furnishing materials or performing any services on the project.

Cost Estimates or Opinions Choice One may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Choice One acknowledge that actual costs may vary from the cost estimates or opinions prepared and that Choice One offers no guarantee related to the Project cost.

Defects in Service The Client will promptly report to Choice One any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and will require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify Choice One will relieve Choice One of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Delays The services of each task will be considered complete when deliverables for the task have been presented to the Client. Choice One will be entitled to an extension of time and compensation adjustment for any delay beyond Choice One's control.

Design Without Construction Administration The Client acknowledges that there could be misinterpretations of Choice One Design Documents during construction, which could lead to errors and subsequent loss or damage. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against Choice One that may be in any way connected hereto.

Dispute Resolution In the event of a dispute between Choice One and Client arising out of or related to this Agreement, the aggrieved party will notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party will nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should such negotiation fail to resolve the dispute, the Client and Choice One agree that all disputes will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

During the pendency of any dispute, the parties will continue diligently to fulfill their respective obligations hereunder.

Environmental Matters The Client warrants they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Choice One will be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client will indemnify Choice One from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Choice One.

Governing Law The terms of agreement will be governed by the laws of the state where the services are performed provided that nothing contained herein will be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Hiring of Personnel Client may not directly hire any employee of Choice One. Client agrees that it shall not, directly or indirectly solicit any employee of the Engineer from accepting employment with Client, affiliate companies, or competitors of Engineer.

Information from Other Parties The Client and Choice One acknowledge that Choice One will rely on information furnished by other parties in performing its services under the Project. Choice One will not be liable for any damages that may be incurred by the Client in the use of third party information.

Insurance Choice One will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation: As required by applicable state statute
- Commercial General Liability: $1,000,000 per occurrence (bodily injury including death and property damage) $2,000,000 aggregate
- Automobile Liability: $1,000,000 combined single limit for bodily injury and property damage
- Professional Liability: $2,000,000 per claim and $2,000,000 aggregate

The Client will make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Choice One will be a named insured on those policies where Choice One may be at risk.

Permits and Approvals Choice One will assist the Client in preparing applications and supporting documents as identified in the scope of services for the Client to secure permits and approvals from agencies having jurisdiction over the Project. Assistance in applying for permit applications by Choice One does not guarantee approval of the permits by the jurisdictional regulatory authorities. The Client agrees to pay all application and review fees.

Reuse of Documents All documents prepared by Choice One pursuant to this Agreement are instruments of service as part of the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Choice One for the specific purpose intended will be at the Client's risk and without liability or legal exposure to Choice One. Any verification or adaptation requested by the Client to be performed by Choice One will entitle Choice One to further compensation at rates to be agreed upon by the Client and Choice One.

Safety Choice One will be responsible solely for the safety precautions or programs of its employees and no other party. In no event will Choice One be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Severability Any provision of these terms later held to violate any law will be deemed void and all remaining provisions will continue in force. In such event, the Client and Choice One will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Site Access The Client will obtain all necessary approvals for Choice One and subcontractors to access the Project site(s).

Standard of Care Services provided by Choice One will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care will exclusively be judged as of the time the services are rendered and not according to later standards.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Choice One will survive the completion or termination of services for the Project.

Suspension of Work The Client may suspend services performed by Choice One with cause upon seven (7) calendar days documented notice. Choice One will submit an invoice for services performed up to the effective date of the work suspension and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days. Choice One will be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Choice One may terminate services on the Project upon seven (7) calendar days documented notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Choice One will submit an invoice for services performed up to the effective date of termination and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days.

Time Bar To Legal Action All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder will be barred and under no circumstances will any such claim be initiated by either party after three (3) years have passed from the date of Choice One's final invoice, unless Choice One's services will be terminated earlier, in which case the date of termination of this Agreement will be used.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions will not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Proposal for Environmental Services
Connect Colerain Sidewalks, PID No. 117209
Colerain Township, Hamilton County, Ohio
S&ME Proposal No. 22780156

PREPARED FOR:

Choice One Engineering
8956 Glendale Milford Road, Suite 1
Loveland, Ohio 45140

PREPARED BY:

S&ME, Inc.
862 E Crescentville Road
Cincinnati, Ohio 45246

November 10, 2022

November 10, 2022

Choice One Engineering
8956 Glendale Milford Road, Suite 1
Loveland, Ohio 45140

Attention: Mr. Nick Selhorst, PE

Reference: **Proposal for Environmental Services**
Connect Colerain Sidewalks, PID No. 117209
Colerain Township, Hamilton County, Ohio
S&ME Proposal No. 22780156

Dear Mr. Selhorst:

S&ME, Inc. (S&ME) appreciates the opportunity to submit this proposal to perform Environmental Services for the referenced project. This proposal describes our understanding of the project, outlines our approach, and presents a schedule and proposed fee for these services. The proposed scope of services and cost estimates are included in the appended sections of this proposal.

If you have any questions regarding the scope of services, or if we may be of any further assistance, please contact us.

Sincerely,

S&ME, Inc.

Cody Flynn
Project Scientist

Scott Ross, PWS, CPESC
Senior Scientist

Senior reviewed by: Sarah Rowe, PWS

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Appendices

Appendix I – Task Cost-Plus-Net Fee Spreadsheets

Appendix II – Agreement for Services (AS-071)

Project Description

Based on information included in the Local Public Agency (LPA) / Sycamore Township Scope of Services document (dated October 18, 2022), the Connect Colerain Sidewalks (PID 117209) project (project) is located along Springdale Road between Colerain Avenue and Loralinda Drive in Colerain Township, Hamilton County, Ohio. S&ME understands that Colerain Township plans to remove the existing intermittent sidewalk and replace with a contiguous section. The estimated project length will be approximately 2,409 feet and includes a three-foot vegetated buffer and five-foot-wide sidewalk, Americans with Disabilities Act (ADA) compliant curb ramps at intersections, and pavement markings for pedestrian crossings. In accordance with Choice One Engineering's (client's) request on November 2, 2022, S&ME is providing a proposal for the environmental services outlined below.

Scope of Services

Task 2.2.C Level 1 Ecological Survey Report

S&ME will complete the Level 1 Ecological Survey Report (LV1 ESR) following the guidance outlined in the Ohio Department of Transportation (ODOT) Ecological Manual. Additionally, S&ME will follow current ODOT technical guidance pertaining to federal and state listed species. S&ME will contact the ODOT Office of Environmental Services (OES) for guidance, as needed.

S&ME anticipates completing the following activities for the LV1 ESR:

- Perform a reconnaissance of the project study area and take representative photographs;
- Collect field data on aquatic and terrestrial ecology;
- Identify streams, wetlands, and other jurisdictional surface water features (e.g., ponds, lakes);
- Record the jurisdictional feature boundaries with a Global Positioning System (GPS) unit capable of sub-meter accuracy;
- Review the federally-listed species database and the Ohio Department of Natural Resources (ODNR) – Natural Heritage Database for listed species records;
- Document potential habitat for state and federally-listed species; and,
- Identify potential Indiana bat and northern long-eared bat suitable wooded habitat (SWH) in the project area in accordance with the current technical guidance, including United States Fish and Wildlife Service (USFWS) coordination, if applicable.

The results of the field studies, including delineated jurisdictional features, federal and state-listed species habitat, stream and wetland habitat assessments (if applicable), project mapping, and project photographs will be documented in the LV1 ESR. The LV1 ESR will be completed in EnviroNet for review and agency coordination.

Alternatively, if there are no impacts to ecological resources, S&ME will complete the ODOT ecologically exempt project form and upload the document in EnviroNet.

Task 2.2.D Regulated Materials Review Screening

S&ME will conduct a Regulated Materials Review (RMR) Screening for the project following the current ODOT RMR guidance. The following tasks will be conducted during the RMR:

- Identify the project limits, take, and excavation depth;
- Complete the property inventory for properties within and abutting the project limits;
- Compile the information for each property;
- Assess the current land use for each property utilizing online resources;
- Determine if obvious regulated material (RM) concerns are present for each property utilizing online resources and historical aerial photographs;
- Access the *Ohio Regulated Properties Search (ORPS) Tool* to identify RM sources for properties within or abutting the project limits;
- Assess the Land Use Risk for each property;
- Assess the take and deep excavation for each property;
- Assess the RM impact to the project limits for each property;
- Assess the action result for each property;
- Assess if remote properties are present and if so, complete the ORPS for remote properties; and,
- Provide an opinion if RMR Assessment is required for each property.

The RMR documentation will be uploaded to EnviroNet for review and ODOT coordination.

Task 3.5.A Categorical Exclusion C2 Documentation

S&ME understands that the project will be completed as a Categorical Exclusion (CE) C2 action. S&ME will complete the C2 documentation in accordance with the current ODOT-OES CE guidance. The methodology and assumptions for the level of effort required for the C2 documentation are described below.

Waterways

S&ME will observe the project area and review topographic maps and county Geographical Information System (GIS) mapping for the presence of surface waters (e.g., streams, reservoirs, lakes, farm ponds, detention basins). The site observations, results of the literature research, and waterway information from the LV1 ESR (or ecological exempt project form, if applicable) will be included in the C2 documentation.

Endangered Species

The results of the LV1 ESR (or ecological exempt project form, if applicable) and endangered species information will be included in the C2 documentation.

Section 4(f)/6(f) Resources

During the site reconnaissance, the project area will be observed for Section 4(f) and 6(f) resources. U.S. Geological Survey (USGS) topographic maps, county GIS mapping, and city/county maps will be reviewed for Section 6(f)

resources. Photographic and literature documentation may be included in the C2 documentation if needed. Coordination for adverse effects to Section 4(f)/6(f) resources are not included in our scope.

Cultural Resources

Results of the Cultural Resources Scoping Request will be included in the C2 documentation. It is understood that ODOT will be completing the scoping request.

Hazardous Materials

Information from the RMR Screening will be used to determine the potential for encountering hazardous materials and/or petroleum products and the findings will be included in the C2 documentation. ODOT's concurrence of the RMR Screening results will also be included.

Public Involvement

It is understood that the client will provide information/documentation to S&ME on the public involvement/public hearing for the project. It is understood that S&ME will not be required to attend public meetings and will not be responsible for writing and/or distribution of notification letters.

Underserved Populations

S&ME will document potential impacts to Underserved Populations, Environmental Justice Populations, and Title VI Populations. The results will be summarized in the Underserved Populations Documentation Form for C2 Projects, and the form will be uploaded to EnviroNet.

Additional Items

The following items will be evaluated following ODOT guidance, if applicable: air quality; noise; farmland; drinking water resources; and floodplains/floodways. S&ME can provide a proposal for further analyses, if required. We understand that the client will complete floodplain permitting and coordination, if applicable.

S&ME will complete the C2 documentation on EnviroNet for review and approval.

♦ Excluded Services

Without attempting to be a complete list or description of services or potential services excluded from this proposal and not performed by S&ME, the following services are specifically excluded from this proposal: Clean Water Act (CWA) Section 404/401 waterway permitting; isolated wetland permitting; threatened and endangered species surveys (e.g., mist-net surveys for bats); cultural resources services; payment of fees for mitigation; mitigation design; mitigation monitoring; or, additional surveys or research required by regulatory agencies. S&ME is available to provide a proposal for these additional services, if warranted, based on the findings of the proposed scope of services.

Our services are limited to the scope of services described in this proposal. This scope does not include revisions to the task documentation or reports due to changes in the project site configuration or study area following completion of the tasks. S&ME is available to provide a proposal for additional services, if warranted.

♦ Client Responsibilities

The scope of services, fees, and project schedule presented herein are contingent upon the client fulfilling the following responsibilities:

- Provide notification and access to the project study area and parcels, as required;
- Provide project plans with a project area and construction limits identified in a modifiable, electronic format such as AutoCAD or Microstation for use in S&ME's reports; and
- Provide any existing environmental reports for the project area.

♦ Project and Task Schedule

S&ME will initiate the environmental services outlined in this proposal upon receipt of formal notice to proceed and necessary plan and profile information. It is anticipated that the schedule for completion of the tasks will vary depending on the progress of the project and coordination with the client and ODOT.

S&ME anticipates completing Tasks 2.2.C and 2.2.D included in this proposal within six weeks upon receipt of written authorization to proceed and project plans with construction limits provided that access to the project site is granted upon authorization. S&ME anticipates completing Task 3.5.A within two to four months following notice to proceed and receipt of the preliminary project plans.

♦ Fees

Based on the information available at the time of this submittal, S&ME estimates that the environmental services can be completed for the following maximum cost-plus-net fees. Spreadsheets summarizing the task fees are included in Appendix I.

♦ Task 2.2.C	Level 1 ESR	$3,966
♦ Task 2.2.D	RMR Screening	$2,528
♦ Task 3.5.A	Categorical Exclusion C2 Documentation	$4,442

It is assumed the scope of services outlined in this proposal would be authorized and work completed in 2022-2023. If authorized after December 2022, S&ME reserves the right to review and, if necessary, modify our cost estimate. Additionally, the cost estimate is based on conducting the scope of services in general accordance with current ODOT requirements and the current proposed design. If requirements change subsequent to this submittal or if the proposed design changes after the tasks have been performed, S&ME may need to revise our cost estimate. Invoices for the services completed will be submitted on a monthly basis and will be due within 30 days of receipt.

Use of Proposal/Reports

S&ME intends to provide the scope of services described in this proposal. The scope of services may not be modified or amended, unless the changes are first agreed to in writing by the client and S&ME. Use of this proposal and corresponding final reports is limited to above-referenced project, ODOT, and the client.

Authorization

Our Agreement for Services (Form AS-071) is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by returning a signed form. Upon receipt of the signed agreement, a countersigned copy will be returned to you, and we will proceed with the performance of our services. Any changes or modifications to AS-071 or the proposal are required to be acknowledged by both parties initialing acceptance of this proposal and agreement for services next to the change or modification.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal number in the purchase order as authorization to proceed with the performance of our services. However, the terms and conditions included in any purchase order shall not apply and are hereby specifically rejected, as our agreement is for services which are not compatible with purchase order agreements.

If this proposal is transmitted to you via email, and if you choose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (AS-071) and hereby accept both as written.

PUBLIC SERVICES

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Motion Authorizing Township Administrator to Execute Agreement with Dunlap Development, LLC for Snow and Ice Removal of Dunlap Grove Subdivision

Recommend ADOPTION of the Motion.

Rationale:

The developer of the Abbeytown Subdivision has requested that the Township remove snow and ice on the unaccepted streets for the subdivision that they are constructing. The attached contract would compensate the Township at a rate of 10 cents per lineal foot (for a total of 919 lineal feet) of snow removal for each snow event.

In prior years, the Township would execute similar contracts for subdivisions that were under construction.

AGREEMENT FOR SNOW REMOVAL
FROM DEDICATED BUT UNACCEPTED STREETS

THIS AGREEMENT made this ____ day of December, 2022 by and between, Dunlap Development, LLC whose address is 9091 Montgomery Rd, Cincinnati, OH 45242, ("Owner"), and COLERAIN TOWNSHIP BOARD OF TRUSTEES (the "Township").

WHEREAS, Owner has dedicated the following streets within Colerain Township, Hamilton County, Ohio as township streets, from which Owner desires to have the Township remove snow and ice as needed, but the same have not yet been accepted by the Hamilton County Commissioners:

SUBDIVISION NAME	STREET NAME	LINEAL FEET
Dunlap Grove	Dunlap Dr	569
	Grovewood Dr	235
	Melcarl Dr	115
	TOTAL LINEAL FEET	919’

WHEREAS, until acceptance, Owner is responsible to keep said streets clear of snow and ice, and to bear all of the costs connected therewith; and

WHEREAS, if the Owner fails to keep the said roads clear of snow and ice, Ohio Revised Code Section 505.82 provides, among other things, that in the event of an emergency, the Township may remove ice and snow from dedicated but unaccepted streets but must give or attempt to give prior notice to the Owner, and must charge the Owner all actual costs incurred thereby; and

WHEREAS, Owner and Township recognize that the streets must be open and passable for the safety of the persons who reside thereon; and

WHEREAS, Owner and Township desire to establish an arrangement whereby the said streets can be cleared by the Township in a timely and efficient basis with costs to be charged to the Owner by the Township, without the procedures set out in Sec. 505.82, including the declaration of an emergency and prior notice to the Owner.

NOW, THEREFORE, the parties agree as follows:

1. Owner hereby requests that the Township clear ice and snow from the streets identified above, and Township hereby agrees to do so. Owner agrees to give Township a plat or print on which Owner has highlighted the streets or portions thereof to be cleared.

2. Owner authorizes the Township to enter upon said streets with its snow plow/salt trucks, and Owner agrees to keep the said streets free of debris, wires, building materials,

construction equipment, and other obstructions which could hinder or damage the Township's snow plows/salt trucks.

3. Owner releases and agrees to hold the Township harmless from any and all liability for loss of damage to the street or to structures in the street which may result from the Township's snow plow/salt trucks, including possible damage from salt and ice melting chemicals.

4. The decision as to when and if the said streets are to be plowed and/or salted and/or inspected, and the frequency thereof, shall be solely the Townships, as determined by the Township Road Superintendent and/or his employees.

5. The parties agree that TEN CENTS ($0.10) PER LINEAL FOOT of street PER TRAVERSE (or trip) by snow plow/salt truck is a fair and reasonable charge for the services to be rendered hereunder by the Township to the Owner, and Owner agrees to pay said sum to the Township promptly upon the Township's billing therefore. In the event that Owner fails or refuses to pay the sums agreed upon hereunder, the Owner consents and agrees that the Township shall certify the unpaid charges to the Hamilton County Auditor, who shall place the charges upon a special duplicate to be collected as other taxes against the Owner's property described above, and returned to the township general fund.

6. Owner waives the notice and other formal requirements and procedures set out in Ohio Revised Code Section 505.82 relating to snow removal by the Township from Owner's streets, and reimbursement for the Township's costs incurred in connection therewith.

7. The term of this agreement is from the date written above until May 1, 2023, or until acceptance of said streets by the Hamilton County Commissioners, whichever shall occur first. Provided, nevertheless, this agreement may be terminated by either party upon written notice given to the other.

8. This document contains the entire agreement of the parties. It supersedes all prior and oral agreements and understanding of the parties, and may be amended only in writing.

WITNESS our hands on the date first written above.

COLERAIN TOWNSHIP
BOARD OF TRUSTEES

By: _____

_____

Date: _____

OWNER:

By: _____

_____

Date: _____

DEVELOPMENT

Department:	Development
Department Director:	David Miller, Director of Development
Strategic Plan Goal:	Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

Discussion & Potential Action - Demolition of 4519 Poole Road

Discussion - Demolition of 4519 Poole Road

Rationale:

This building was inspected by the Colerain Township Fire Department and found to be vacant, unsafe and insecure. Its conditions are negatively impacting the adjacent properties and the health, safety and welfare of the community.

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 to Appoint Members to the Zoning Commission and Board of Zoning Appeals

Recommend ADOPTION of the Motion.

Rationale:

Each year staff conducts an application and interview process for vacancies on the Board of Zoning Appeals and the Zoning Commission. Following this process, these are the recommended appointments to the open positions. Full members are appointed for five-year terms and alternates serve for two years.

For 2023, staff recommends the following appointments:

Zoning Commission - Full Member: Lori B. McMullin, Kevin Wilson
Zoning Commission - Alternate Member: J. Thomas Westfall

Board of Zoning Appeals - Full Member: Ronald Roberto, Michael Inderhees
Board Zoning Appeals - Alternate Member: James Sidow, David DeMoss

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 to Approve Updated Zoning Department Fee Schedule

Recommend ADOPTION of the Motion.

Rationale:

There is one proposed change to the Updated Zoning Fee Schedule which creates a graduated fee for large scale lot splits. This addition was made to correct an existing omission of the application type and corresponding fee on the existing fee schedule, and to be consistent with the zoning fee schedules adopted by Hamilton County. Major lot splits are defined as any lot split that results in 6 or more new lots.

COLERAIN TOWNSHIP ~ OHIO

COLERAIN TOWNSHIP PLANNING & ZONING FEE SCHEDULE

EFFECTIVE 12/14/2022

ZONING CERTIFICATE TYPE	FEE
RESIDENTIAL ZONE DISTRICTS:	
SINGLE FAMILY DWELLING	$350 PER STRUCTURE
MULTI-FAMILY DWELLING	$350 PER STRUCTURE + $50/UNIT
ADDITIONS TO RESIDENTIAL DWELLING	$150
DETACHED GARAGES, SHEDS, ACCESSORY OR TEMPORARY STRUCTURES	$35
SWIMMING POOLS (ABOVE OR BELOW GROUND)	$100
FENCES, DECKS, WALLS, NEW/EXPANDED DRIVEWAYS, ANTENNA TOWERS	$35
ALTERATIONS OR REPAIRS OF DWELLING	$50
HOME OCCUPATIONS, SATELLITE DISHES, OUTDOOR WOOD BOILERS, SOLAR PANELS	$50
NON-RESIDENTIAL ZONE DISTRICTS:	
BUILDINGS:	
5,000 SQUARE FEET OR LESS	$500 PER STRUCTURE
5,001 SQUARE FEET TO 10,000 SQUARE FEET	$600 PER STRUCTURE
10,001 SQARE FEET TO 15,000 SQUARE FEET	$700 PER STRUCTURE
15001 SQUARE FEET TO 20,000 SQUARE FEET	$800 PER STRUCTURE
20,001 SQUARE FEET OR MORE	$1000 PER STRUCTURE
INTERIOR ALTERATIONS/FINISHES OR REPAIRS OF STRUCTURES	$350
BUILDING ADDITIONS	$250
TEMPORARY TENTS, TRAILERS, & STRUCTURES	$100
ACCESSORY STRUCTURES, WALLS, FENCES, DECKS, ANTENNA TOWERS, STATIONS/ALTERNATIVE FUEL STATIONS, MOBILE FOOD SERVICE	$150
SIGNS:	
NEW GROUND & POLE SIGNS	$250
NEW WALL, AWNING, DIRECTIONAL	$150
TEMPORARY SIGN	$50
BILLBOARD	$1500 PER SIDE
HIGH RISE INTERSTATE	$1000 PER SIDE
FACE CHANGE	$150 (SINGLE FACE)
MISCELLANEOUS:	
CHANGE OF USE CERTIFICATE	$150
NON-CONFORMING USE CERTIFICATE	$100
LOT SPLIT - MINOR	$150 PER NEW LOT (MINOR)
LOT SPLIT - MAJOR 6-20 NEW LOTS	$1,300 FLAT FEE FOR 6-20 LOTS (MAJOR)
LOT SPLIT - MAJOR OVER 20 NEW LOTS	$65 PER NEW LOT OVER 20 LOTS (MAJOR)
REVISION TO ZONING CERTIFICATE (WITHIN 90 DAYS)	1/2 ORIGINAL FEE
SMALL CELLULAR TELECOMMUNCATION FACILITIES	$100

ZONING TEXT & MAP AMENDMENTS:

SINGLE FAMILY DISTRICTS	$1,300 + $150 PER ACRE
MULTI-FAMILY DISTRICTS	$1,300 + $150 PER ACRE
BUSINESS DISTRICTS	$1,300 + $150 PER ACRE
"SWD" & "ME" LANDFILL & EXCAVATION DISTRICTS	$1,300 + $150 PER ACRE
"RF" FLOOD PLAIN MANAGEMENT	$300
HILLSIDE DEVELOPMENT OVERLAY DISTRICTS	$1,300 + $150 PER ACRE
ADMINISTRATIVE MODIFICATION	$150
FINAL DEVELOPMENT PLANS AND MINOR MODIFICATIONS	$550
MAJOR MODIFICATIONS TO PD	$1,300
LAND USE MAP CHANGES	$500
OPEN SPACE DEVELOPMENT	$1,300 + $150 PER ACRE
TEXT AMENDMENT	$1,300

*ADJACENT PROPERTY OWNERS, LEGAL NOTICES, AND RECORDING FEES - APPLICANT PAYS ALL CHARGES

BOARD OF ZONING APPEALS:

VARIANCE	$350
COMPATIBLE NON-CONFORMING USE	$400
CONDITIONAL USE	$400
APPEAL OF ZONING ADMINISTRATOR DECISION	$350

*ADJACENT PROPERTY OWNERS AND LEGAL NOTICES - APPLICANT PAYS ALL CHARGES

MISCELLANEOUS FEES:

PLANNING & ZONING DOCUMENTS	10¢ PER PAGE
ZONING MAP (36"X50")	$30
LAND USE MAPS (36"X44")	$30
11"X17" MAPS	$10
PROPERTY OWNER SEARCH/PLAT MAP	$30
ZONING CERTIFICATION/VERIFICATION LETTER	$125

NOTES:

MAKE CHECK PAYABLE TO: COLERAIN TOWNSHIP BOARD OF TRUSTEES
LEGAL NOTICES FOR PUBLIC HEARINGS - ESTIMATED MINIMUM FEE/HEARING: $125.00
ADJACENT PROPERTY OWNERS NOTICES - CURRENT COST FOR USPS 1ST CLASS MAIL
RECORDING FEES - ESTIMATED MINIMUM FEE: SEE HAMILTON COUNTY RECORDING FEE SCHEDULE
ALL FEES ARE NON-REFUNDABLE

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 to Approve 2023 Meeting & Submission Dates for the Zoning Commission

Recommend ADOPTION of the Motion.

Rationale:

The Board of Trustees annually sets the meeting dates and deadlines for submission for the Zoning Commission.

COLERAIN TOWNSHIP ZONING COMMISSION

SCHEDULE OF MEETINGS AND SUBMISSION DEADLINES

(Generally, the third Tuesday of the month at 6:00pm)

2023

Submission Deadline	**Meeting Date**
Dec. 13 2022	Jan. 17 2023
Jan. 12	Feb. 21
Feb. 9	Mar. 21
Mar. 9	Apr. 18
Apr. 6	May 16
May 11	June 20
June 8	July 18
July 6	Aug. 15
Aug. 10	Sept. 19
Sept. 7	Oct. 17
Oct. 12	Nov. 21
Nov. 9	Dec. 19
Dec. 7 2023	Jan. 16 2024

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 to Approve 2023 Meeting & Submission Dates for the Board of Zoning Appeals

Recommend ADOPTION of the Motion.

Rationale:

The Board of Trustees annually sets the meeting dates and deadlines for submission for the Board of Zoning Appeals.

COLERAIN TOWNSHIP BOARD OF ZONING APPEALS

SCHEDULE OF MEETINGS AND SUBMISSION DEADLINES

(Generally, the fourth Wednesday of the month at 6:30pm)

2023

Submission Deadline	**Meeting Date**
Dec. 16, 2022	Jan. 25, 2023
Jan. 12	Feb. 22
Feb. 9	Mar. 29*
Mar. 9	Apr. 26
Apr. 13	May 24
May 18	June 28
June 8	July 26
July 13	Aug. 23
Aug. 10	Sept. 27
Sept. 14	Oct. 25
Oct. 12	Nov. 29*
Nov. 9	Dec. 27
Dec. 15 2023	Jan. 24 2024

*Wednesday other than the fourth Wednesday of the month.

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 to set a Public Hearing on January 10, 2023 for a Major Amendment to the Final Development Plan for 6401 Colerain Avenue

Recommend ADOPTION of the Motion.

Rationale:

The Colerain Township Zoning Commission has received a request for a major amendment to the Final Development Plan for 6401 Colerain Avenue. It will subsequently make a recommendation to the Colerain Township Board of Trustees to approve or deny the amendment. The Board of Trustees has final authority to accept the recommendation of the major amendment at a future public hearing.

ADMINISTRATION

Department:	Administration
Department Director:	Tiphanie Mays, Assistant Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

First Reading: Resolution Adopting Gift Policy

No action is requested of the Board.

Rationale:

A comprehensive, strategic employee recognition program has a transformative power to lift employees – inspiring them to do their best work – which enables leaders to recognize members of their team, peers to recognize one another, as well as cross-team recognition for those who perform above and beyond expectations. Employee recognition is one of the most important factors in driving workplace engagement, productivity, and employee retention. For this purpose, this policy establishes best practices for Colerain Township employees to be recognized for exceptional performance, dedication and other contributions that provide a positive impact to the Township's workplace environment and in our local community.

4.10 COLERAIN TOWNSHIP EMPLOYEE RECOGNITION POLICY
Ceremonial Gifts and Service Awards

PURPOSE
A comprehensive, strategic employee recognition program has a transformative power to lift employees – inspiring them to do their best work – which enables leaders to recognize members of their team, peers to recognize one another, as well as cross-team recognition for those who perform above and beyond expectations. Employee recognition is one of the most important factors in driving workplace engagement, productivity, and employee retention. For this purpose, this policy establishes best practices for Colerain Township employees to be recognized for exceptional performance, dedication and other contributions that provide a positive impact to the Township's workplace environment and in our local community.

GUIDING PRINCIPLES
The basic guidelines for recognizing employees with an award and/or ceremonial gift include, but are not limited to, the following considerations. An award and/or ceremonial gift should be:

- Meaningful, unique, and creative to the employees.
- Promoting the culture and core values of the Township.
- Sentimental and ceremonial in nature and have little intrinsic, marketable, or substantial value, per the Ohio Ethics Code R.C.102.03(D) and (E) as well as R.C.2921.43(A).
    - Persons who are elected, appointed, or employed by a public agency are subject to R.C. 102.03(D) and (E), which states:
        - (D) No public official or employee shall use or authorize the use of the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.
        - (E) No public official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.
    - Persons who are elected, appointed, or employed by a public agency are also subject to R.C. 2921.43(A), which states:
        - No public servant shall knowingly solicit or accept, and no person shall give a public servant: Any compensation, other than as allowed by divisions (G), (H), and (I) of section 102.03 of the Revised Code or other provisions of law, to perform the public servant's official duties, to perform any other act or service in the public servant's public capacity, for the general performance of the duties

of the public servant's public office or public employment, or as a supplement to the public servant's public compensation.

- In reference to Ohio Ethics Code R.C.102.03(D) and (E) as well as R.C.2921.43(A), the Ohio Ethic Commission, published *Advisory Opinion #2019-01* on December 6, 2019, that states:

> *"An unsolicited, ceremonial gift given to a public official or employee that has little intrinsic, marketable, or utilitarian value and is intended for presentation, such as a personalized plaque, picture, framed certificate, trophy, or similar item is generally not a thing of a substantial value. While this type of a ceremonial gift can be desirable to a public official or employee for its sentimental value, it is not a valuable thing or benefit that is of such a character as to have a substantial and improper influence on the official or employee in the performance of his or her public duties. Therefore, a public official is not prohibited from accepting these types of ceremonial gifts."*

- Items that do not apply to customary work expenses such as travel, attendance, conferences, and professional organization memberships.
- Distributed through fair practices to maintain equity and delivered in a timely fashion.
- Commensurate with the reason it is being given.
- Monitored continually for relevance, impact and effectiveness.

PERFORMANCE-BASED RECOGNITIONS

The Colerain Township staff members support the following performances to be rewarded through plaques, awards and/or certificates of appreciation, without the need for approval from the Board of Trustees:

- Fire & EMS Department Awards, as outlined in **Section 7.3**
- Police Department Awards are presented at the annual Police Officer's Gala for acts of valor and for going above and beyond the call of duty.
- Length of Service Awards
  - Presented to dedicated team members who have served the Township, beginning at ten (10) years, and awarded at five (5) year increments.
- Employees of the Quarter Awards
  - In recognition of outstanding work on projects and initiatives and fulfilling requirements at a high-quality level.
- Values in Action Awards
  - Customer Service: Awarded to the team member who continuously displays timeliness when responding to customers (both external and internal), respectfulness, resourcefulness, solves problems with confidence and effectively addresses complaints.
  - Hard Work: In recognition of a team member's dedication to duty and commitment to excellence through results driven productivity that improves the success of the Township's service.

- Innovation: Awarded to the team member who manages, or champions change, to develop innovative solutions that successfully enables positive change in processes that improves the Township's efficiency including technological advances, talent acquisition/retention, innovation and/or systems improvements.
- Connectedness: Recognizes a demonstrated benefit from an accomplishment, act of service, or a morale-building action that improves and promotes a positive relationship between Township officials and the community we serve both internally and externally.
- Integrity: Presented to the team member who is transparent, values candor, receives and accepts personal feedback, admits error or the need for personal change, accepts responsibility, and takes corrective action in all situations.
- Pride: Awarded to the team member that shows desire to pursue high standards with enthusiasm and accomplishes high goals by going a step beyond expectations.

ALL OTHER RECOGNITIONS

For a recommendation for an employee to receive an award and/or gift outside of the scope of this policy, Township staff will evaluate the recommendation and present it to the Board of Trustees for approval. Approved awards and gifts will then be distributed to the applicable employee(s) in a public setting.

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Motion to Set Organizational Meeting for January 3, 2023 at 6PM at 4200 Springdale Road

Recommend ADOPTION of the Motion.

Rationale:

The Board of Trustees are required to meet early in each calendar year to have an organizational meeting. The recommendation is to have the meeting on January 3, 2023. The meeting would start with executive session at 6PM followed by the business portion of the meeting at 7PM. Below is a drafted list of dates for Board meetings in 2023 that will be considered at the January 3rd meeting:

- 1/10/2023
- 2/14/2023
- 3/14/2023
- 4/11/2023
- 4/25/2023
- 5/9/2023
- 5/23/2023
- 5/29/2023
- 6/13/2023
- 6/27/2023
- 7/11/2023
- 7/25/2023
- 8/8/2023
- 8/22/2023
- 9/12/2023
- 9/26/2023
- 10/10/2023
- 10/24/2023
- 11/14/2023
- 12/12/2023

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Resolution Authorizing the Adoption of Amended Appropriations

Recommend ADOPTION of the Resolution.

Rationale:

This Resolution would reduce appropriations in Fund 6001- Self Insurance, from $2,323,677 to $2,000,000. This is necessary in order to file the final amended certificate of estimated resources with the County Budget Commission before year-end. The reduction in appropriations will not impact the Township's ability to pay the final 2022 invoices for health, vision, dental, and life insurance.

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

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 22

RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS FOR THE YEAR 2022

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, does hereby agree to:

Section 1: Authorize the Colerain Township Fiscal Officer to prepare and submit a schedule of amended appropriations for the year ending December 31, 2022, to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	2022 PERMANENT APPROPRIATIONS
1000	General Fund	5,049,432.94
2011	Motor Vehicle License Tax	100,850.00
2021	Gasoline Tax	978,892.92
2031	Road and Bridge	1,694,690.78
2081	Police District	10,788,651.66
2111	Fire District	17,246,806.36
2181	Zoning	516,112.67
2231	Permissive Motor Vehicle License Tax	1,022,682.70
2261	Law Enforcement Trust	288,149.09
2271	Enforcement and Education	2,000.00
2274	American Rescue Plan	-
2281	Ambulance And Emergency Medical Services	1,488,350.60
2401	Special Assessment - Lighting Districts	221,504.50
2402	CDBG Sidewalk Maintenance Fund	1,700.00
2901	TIF - Kroger	342,731.76
2902	Recycling Incentive	56,981.38
2903	TIF - Colerain Towne Center	1,141,092.41
2904	TIF - Duke	150,000.00
2905	TIF- Northridge	320.00
2906	Sidewalk Waiver	852.50
2908	CDBG Com Dev Block Grant	233,334.83
2911	Parks & Services	1,312,702.04
2912	Community Center	223,841.12
4409	OPWC-Breezyway	64,699.66
6001	Self-Insurance Fund	2,000,000

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 December 2022.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Daniel Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere (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 December 2022. I hereby certify that funds are available and have been lawfully appropriated, authorized or directed for the purposes identified in the attached resolution, and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.

_____
Jeff Baker,
Colerain Township Fiscal Officer

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Recommend ADOPTION of the Motion.

Motion Adopting 2023 Strategic Plan and Budget Book
Recommend ADOPTION of the Motion.

Rationale:
The 2023 Strategic Plan and Budget focuses on six themes:

- Continue to Provide High Quality Safety Services
- Improve the Look of the Township with a Focus on Beautification, Litter, and Dumping
- Investing in Our Critical Infrastructure, Facilities, Staff, and Other Assets
- Increase Focus on Economic Development and Township Prosperity
- Manage the Township's Finances Responsibly While Improving Policies and Processes
- Continuously Improve the Operations of the Township

The Strategic Plan and Budget is built on the feedback that staff received through a citizen survey, a public engagement session, and individual meetings with each of the Trustees. It is informed by regular and ongoing assessments of our facilities, fleet, roads, and other infrastructure.

The total expenses in the 2023 Strategic Plan and Budget are forecasted to be $48,619,659. The forecast for revenue is $39,930,480. The budget anticipates spending down fund balance to address critical needs, most notably the $7.5 million in American Rescue Plan funds that the Township received in 2021 and 2022. It is consistent with Township financial policy regarding the maintenance of fund balances, with two exceptions, both of which are deliberate choices. The first is Police Fund, which is operating in the ninth year of what was modeled to be a five-year levy. The second is the Road and Bridge Fund, which is being utilized to repair and resurface more township roads than would occur in a typical year.

Some highlights of the Strategic Plan and Budget:

- Replacement of Fire Stations 26 and 102. Both stations are obsolete and overdue for replacement. Relocating the stations will allow for faster response times for more of our residents and better distribute the run volume between stations.
- Funds the Impact Unit in the Police Department.
- Funds the relocation and expansion of the impound lot.
- Increases the road repair program by $2 million.
- Funds the third phase of Fort Colerain.
- Continues the sidewalk projects on Colerain, Pippin, and Springdale.
- Funds the reinvention of the zoning resolution.
- Implements the rental registration and façade programs.
- Incorporates new collective bargaining agreements with IAFF and AFSCME and memoranda of understanding with the FOP officers and sergeants.

The budget "document" is actually electronic, and designed to be easier to digest than traditional budget books. It is available at https://www.colerain.org/380/Transparency.

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Resolution Authorizing the Adoption of Temporary Appropriations

Recommend ADOPTION of the Resolution.

Rationale:

This Resolution will establish temporary appropriations for 2023, consistent with the priorities and programs set forth in the Strategic Plan and Budget. The next step in the budget process will be to adopt permanent appropriations in March 2023.

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

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 22

RESOLUTION AUTHORIZING THE ADOPTION OF TEMPORARY APPROPRIATIONS FOR THE YEAR 2023

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, does hereby agree to:

Section 1: Authorize the Colerain Township Fiscal Officer to prepare and submit a schedule of amended appropriations for the year ending December 31, 2023, to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	2023 TEMPORARY APPROPRIATIONS
1000	General Fund	$6,574,839
2011	Motor Vehicle License Tax	$191,197
2021	Gasoline Tax	$1,213,325
2031	Road and Bridge	$1,185,512
2081	Police District	$8,904,019
2111	Fire District	$13,681,709
2181	Zoning	$181,225
2231	Permissive Motor Vehicle License Tax	$667,201
2261	Law Enforcement Trust	$375,925
2271	Enforcement and Education	$4,000
2274	American Rescue Plan	$7,496,967
2281	Ambulance And Emergency Medical Services	$1,396,803
2401	Special Assessment - Lighting Districts	$165,360
2402	CDBG Sidewalk Maintenance Fund	--
2901	TIF - Kroger	$241,125
2902	Recycling Incentive	$196,783
2903	TIF - Colerain Towne Center	$557,825
2904	TIF - Duke	$216,000
2905	TIF- Northridge	$1,500
2906	Sidewalk Waiver	$250,000
2908	CDBG Com Dev Block Grant	$150,000
2911	Parks & Services	$1,198,577
2912	Community Center	$285,920
3301	Special Assessment- Fire Bonds	$800,000
6001	Self-Insurance Fund	$2,683,847

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 December 2022.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Daniel Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ___ day of December 2022. I hereby certify that funds are available and have been lawfully appropriated, authorized or directed for the purposes identified in the attached resolution, and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.

_____
Jeff Baker,
Colerain Township Fiscal Officer

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Resolution Adopting Organization Chart, Job Descriptions, and Roster

Recommend ADOPTION of the Resolution.

Rationale:

Annually, the Board of Trustees will adopt an updated roster, organizational chart, and set of job descriptions that will align with the Township Strategic Plan and Budget book. This year's organizational chart includes six new positions:

- Five additional police officers to fully staff the impact unit
- One additional officer to manage the Rental Registration program and to serve as a backup Environmental Crimes Officer

Job descriptions have been modified to reflect changes in collective bargaining status, to adjust pay bands, and to make minor text edits for positions. Nearly all job descriptions have been updated in some capacity for minor edits.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of December, 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 AND JOB DESCRIPTIONS

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 includes all appropriated positions for the Township for the 2023 Budget Fiscal Year; and;

WHEREAS, the Township Administrator shall bring forward all new hires to the Board of Trustees as an agenda item, after a formal job offer is made; and;

WHEREAS, attached to this resolution is a copy of all job descriptions for positions in Colerain Township and each job description should mirror a position on the Roster; 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 Township Organizational Chart, Roster, and Job Descriptions 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: Ms. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this ____ day of December, 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:

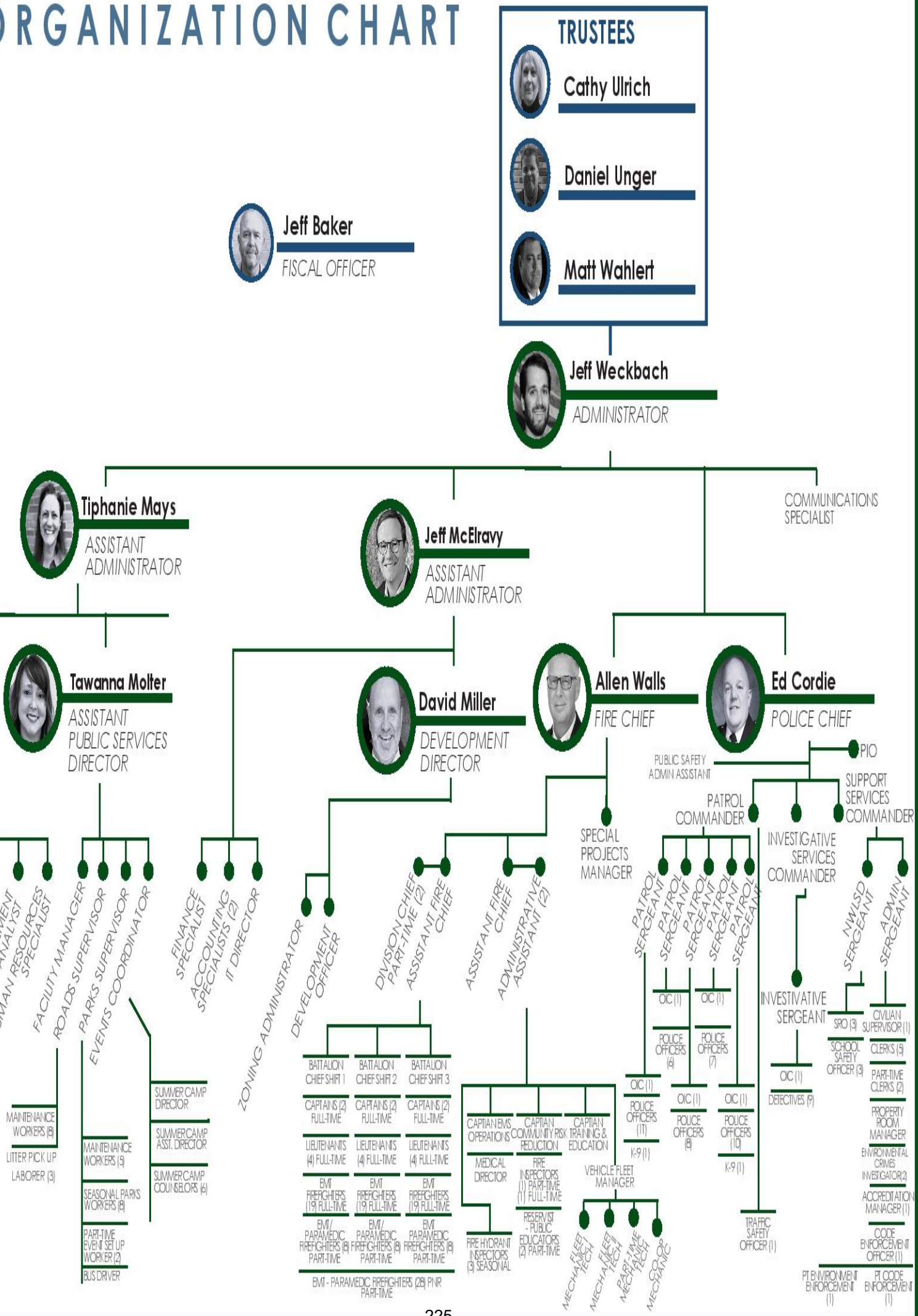
_____
Lawrence E. Barbiere (0027106)
Colerain Township Law Director
Scott Sollmann (0081467)
Colerain Township Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

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

_____
Jeffrey Baker
Colerain Township Fiscal Officer

ORGANIZATION CHART



Department	Position	Job ID #
Administration	Township Administrator	100
Administration	Assistant Township Administrator - Operations and Engagement	186
Administration	Assistant Township Administrator - Finance and Development	187
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	Management Analyst	185
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	EMS Coordinator	188
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	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	Fire Captain	126

Fire & EMS	Fire Lieutenant	127
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Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Safety Inspector	128
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129

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Fire & EMS	Firefighter EMT	129
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 Enforcement Officer	183
Police	Police Chief	136
Police	Commander	138
Police	Commander	138

Police	Commander	138
Police	Administrative Sergeant	140
Police	Investigative Sergeant	141
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142
Police	Patrol Sergeant	178
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	NWLSD (Support Services) Sergeant	170
Police	School Resource Officer	144
Police	School Resource Officer	144
Police	District Detective	145
Police	District Detective	145
Police	Uniformed Patrol Officer	146
Police	Canine Officer	147
Police	Canine Officer	147
Police	School Resource Officer	155
Police	Detective	143
Police	Detective	143
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	Environmental Crimes Investigator	172
Police	Public Safety Administrative Assistant	148
Police	Civilian Supervisor	149
Police	Accreditation Manager	150
Police	Property Room Manager	151
Police	Impound Lot Clerk	182
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
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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	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
Public Services	Litter Pick Up Laborer	171

100 - Township Administrator.doc

103 - IT Director.doc

104 - Finance Specialist.doc

105 - Accounting Specialist.doc

106 - Human Resources Specialist.doc

107 - Office Manager.doc

108 - Fire Chief.doc

109 - Assistant Fire Chief - Operations.doc

110 - Assistant Fire Chief - Administration.docx

111 - Administrative Assistant.doc

112 - Division Chief.doc

113 - Reservist.doc

114 - Part Time Fire Safety Inspector.doc

115 - Reservist - Public Educator.doc

116 - Fire Hydrant Maintenance Worker (seasonal).doc

117 - Vehicle Fleet Manager.doc

119 - Part Time Fleet Mechanic Technician.doc

120 - Co-Op Fleet Mechanic Technician.doc

121 - Medical Director.doc

122 - Battalion Chief.doc

123 - Captain- Emergency Medical Services.doc

124 - Captain Community Risk Reduction.doc

125 - Captain Training and Education.doc

126 - Fire Captain.doc

127 - Fire Lieutenant.doc

128 - Fire Safety Inspector.doc

129 - Firefighter Full Time.doc

130 - Firefighter EMT PT.doc

130 - Paramedic PT.doc

133 - Code Enforcement Officer.doc

136 - Police Chief.doc

137 - Support Services Commander.doc

138 - Patrol Commander.doc

139 - Investigative Services Commander.doc

140 - Administrative Sergeant.doc

141 - Investigative Sergeant.doc

142 - Patrol Sergeant.doc

143 - Detective.doc

144 - School Resource Officer.doc

145 - District Detective.doc

146 - Uniformed Patrol Officer.doc

147 - Canine Officer.doc

148 - Public Safety Administrative Assitant.doc

149 - Civilian Supervisor.doc

150 - Accreditation Manager.doc

151 - Property Room Manager.doc

152 - Police Clerk.doc

153 - School Safety Officer.doc

154 - Police Clerk (PT).doc

155 - Public Information Officer.doc

157 - Event Coordinator.doc

158 - Facility Manager.doc

159 - Supervisor Foreman.doc

160 - Maintenance Worker.doc

161 - Bus Driver.doc

162 - Event Setup Worker.doc

163 - Seasonal Maintenance Worker.doc

164 - Summer Camp Director.doc

165 - Summer Camp Assistant Director.doc

166 - Summer Camp Counselor.doc

167 - Code Enforcement Specialist.doc

168 - Communications Specialist.doc

170 - Support Services Sergeant.doc

171 - Litter Laborer.doc

172 - Enviromental Crimes Enforcement Investigator.doc

174 - Development Officer.doc

175 - Management Analyst Intern.doc

176 - Fleet Mechanic I.doc

177 - Fleet Mechanic II.doc

178 - Anti-Crime Sergeant .doc

179 - Zoning Administrator.doc

180 - Director of Development.doc

182 - Impound Lot Clerk.doc

183 - Environmental Enforcement Officer.docx

184 - Assistant Director of Public Services.doc

185 - Management Analyst.doc

186 - Assistant Township Administrator - Ops.doc

187 - Assistant Township Administrator - Dev Fin.doc

999 - Other - PD - Bike Officer.doc

999 - Other - PD - Cadet.doc

999 - Other - PD - Chaplain.doc

999 - Other - PD - DARE Officer.doc

999 - Other - PD - FTC.doc

999 - Other - PD - FTO.doc

999 - Other - PD - FTS.doc

999 - Other - PD - Special Investigative Unit.doc

999 - Other - PD - Traffic Safety Officer.doc

999 - Other - PS - Laborer.doc

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $140,000 - $180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** Bachelor's Degree

PURPOSE:

The Township Administrator is the Chief Executive Officer of Colerain Township, and is responsible for the day to day execution of the operations of the Township, including all policies of the Township as established by the Board of Trustees.

SCOPE:

The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the Township. This person will foster and promote a culture of accountability and continuous improvement with all departments and personnel, and continuously strive for excellence in serving residents. Duties of the positions are performed under the general direction of the Board of Trustees.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Thought leader and visionary; consistently adds real value by providing innovative ideas, leading improvement initiatives, and fostering best in class service and efficiency for the residents of Colerain Township.
- Networks with others inside and outside the Township to identify new trends and best practices.
- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Questions established practices or procedures in the interest of improving them.
- Strong leadership presence; influential and confident without appearing excessively authoritarian or arrogant.
- Thorough knowledge of contemporary public administration concepts.
- Superior oral and written communication skills, as well as public relation skills.
- Sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize and manage multiple complex projects.
- Demonstrate strong initiative, sense of urgency, and exhibit a high energy level in order to quickly generate results; proactive without being rash or impulsive.
- Highly imaginative, but comfortable managing ambiguity and dealing with "gray areas."
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials, especially those with widely diverse management styles and personalities.
- Ability to analyze and interpret complex information and convey solutions in Executive Format for both elected and appointed officials.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Ability to focus Township personnel on customer service and engrain customer service principles and best practices in all facets of Township Government.
- Manages the economic development efforts of the Township.
- Serves as the primary liaison to businesses in the community.
- Recruits and retains businesses into the community.

CRITICAL SKILLS /

- Ability to act as administrative head and supervisor of department heads.

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $140,000 - $180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** Bachelor's Degree

EXPERTISE:

- Ability to implement policy as dictated by the Colerain Township Board of Trustees
- Ability to recommend action steps and/or best practices in the implementation of stated Board Policy.
- Able to serve as chief appointed advisor to the Board of Trustees on internal matters (i.e. budgets, human resources, etc.).
- Ability to supervise and direct activities of the divisions of the Township that are under the control and jurisdiction of the Board of Trustees.
- Ability to work with Health Care Committee to recommend Township insurance plans.
- Ability to represent the Township's interests and views as warranted.
- Ability to represent and defend decisions of the Board of Trustees as warranted.
- Skill in formulating operating budgets for all departments and services, and ensuring adherence to those budgets.
- Ability to supervise the annual appraisal process for non-union personnel; ensure the merit pool as determined by the Board of Trustees is properly allocated and not exceeded.
- Ability to work with Township staff to direct the communication of messages and public relations of Colerain Township. Ensure a consistent and positive message through Colerain Township's web site, social media tools, special events, newsletter, media contacts, public improvements, and branding of Colerain Township to residents, businesses and visitors.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Graduate of an accredited four-year college or university with a preference for a master's degree in public administration, business administration, or a closely related field.
- Ability to obtain membership in the International City / County Managers Association, an ICMA Credentialed Manager preferred.
- At least 5-10 years of management experience in either a local government or business environment.
- Highly proficient with computers and management information systems, especially Microsoft Office applications.
- 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:

A mature and pragmatic individual with strong people skills, high integrity, energy and enthusiasm who consistently exercises good professional judgement. Constantly and consistently a top performer. Pushes self and the entire organization for results. An initiator both in thinking and in relationships. An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change. This person must be ethically driven and self-motivated.

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

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $140,000 - $180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** Bachelor's Degree

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $80,000 - $105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To universally and wholly support the continually evolving IT needs of Colerain Township. Including all related updates, upgrades, and advancements. This position demands continuous knowledge of technological advances in networked PC hardware and software ranging from hubs, switches, PC's, servers, and peripherals, to the various software applications that operate them. Work sites include the township administration building and all other township buildings.

SCOPE:

Being the sole IT "Person" for the entire Township, this position requires a thorough working knowledge of an HP switched network, Microsoft Server networking, various computer software applications, PC, Server and peripheral hardware, program development, and project management. This position also requires people 'soft' skills as much of this position also involves face-to-face, end-user support and troubleshooting. This position demands continuous knowledge of the current advances in technology. The scope of responsibilities is varied and progressive as the technology field is constantly changing and advancing. Duties of the position are performed under the general direction of the Township Director of Finance.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversees computer network and computer vendors, communicating to them any system problems for adjustment and/or correction.
- Researches, evaluates, recommends and bids, when appropriate, new software purchases for each department.
- Coordinates shared software applications between all departments.
- Recommends purchase of new software and upgrades.
- Responsible for installation and integration of all software in township networking environment.
- Maintains working knowledge of the operations and processing of all software applications.
- Strategically recommends purchase of new equipment and upgrades that enhance township productivity and efficiency.
- Maintains working knowledge of all Computer hardware devices and their operations.
- Manages and controls proper licensing of all applications.
- Coordinates and serves as primary contact for all computer support agreements and software developers.
- Creates controls and maintains an inventory for all hardware, software, licenses, and updates.
- Oversees fiber optic network to make certain it is functioning properly and utilized efficiently.
- Serves as primary contact for end-user helpdesk support issues.
- Maintains backup schedule, IT Disaster Plan and performs backup of each server on the network.
- Responsible for safe storage and rotation of backup tapes.
- Performs prompt restoration of any files upon qualified requests.
- Ability to analyze, identify and diagnose system problems or errors on many levels including software, hardware, networking and communication.
- Assists in the development of computer policy(s) regarding the use of the township's computer network and telecommunications, and expected to identify and report policy

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $80,000 - $105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

violations to the Finance Director, and the Assistant Township Administrator or Township Administrator.

- Aids Finance Director and Department Heads in preparing budgets for computer related accounts.
- Helps direct and maintain the Township web site and internet functions and communications.
- May act as trainer or assist in the training of township employees on hardware or software issues.
- May represent the township at meetings, seminars or conferences.
- May assist in the preparation and processing of technological grant applications.
- May participate in the creation and maintenance of township website.

CRITICAL SKILLS / EXPERTISE:

- Knowledgeable in the principals and practices of GB Ethernet/Fiber networking.
- Technical and practical knowledge of many software applications, which include, but are not limited to: Microsoft Windows server and Windows 10, Microsoft Office Suite, Microsoft Exchange Server.
- Ability to troubleshoot various computer issues effectively and promptly.
- Ability to perform repairs and/or adjust components of the computer network with precision and care.
- Possess analytical skills to observe township functions and recommend IT solutions to promote efficiency in the organization.
- Ability to organize, resolve, and process several issues simultaneously.
- Ability to internalize, translate, and disseminate technology terms and protocols to end-user personnel.
- Ability to lead and manage projects from infancy through completion.
- Knowledge of Cisco Firewalls, including configuring access lists, Nat rules and site-to-site tunnels from Pix IOS 6.x to the new ASA Firewalls.
- Knowledge of Microsoft Server Administration, from setting up new servers as well as maintaining existing Active directory network including multiple domain controllers and implementing group policies for different departments.
- Knowledge of Exchange Server experience including setting up new servers and joining to existing forest along with migrating from previous versions of Exchange (i.e. 2010 to 2016).
- Knowledge of hosted VOIP and Basic VOIP Administration.
- Knowledge of Networking including working with Layer 2 and Layer 3 switches and understanding how to troubleshoot issues with regard to spanning tree loops and broadcast storms, as well as cabling standards and what type of connections are needed based on the switch interfaces i.e. LC fiber, SC Fiber etc.
- Must have experience with running and terminating different types of cabling including CAT6, Coax and fiber.
- Must possess ability to handle updating and creating web pages for the external website.
- Need to be able to support user's handheld phones across various models/manufacturers for setting up email access.
- Needs to possess audiovisual skills in order to setup and install projectors and multimedia environments within the different departments.

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $80,000 - $105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Need to have a good understanding of Server UPS and power requirements because when installing new equipment, breakers may need to be upgraded as well as the type of outlet from a 15amp to a 20amp or even a 30-amp twist lock.
- Experience installing and configuring enterprise level wireless access points including various encryption methods.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or GED required. Graduation from an accredited college or university with a baccalaureate degree in Information Systems, Computer Science or other related field, preferred. Two years of technical experience in a Microsoft Networking /Exchange environment as well as a CISCO or HP/ARUBA hardware networking. 6 years of equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be effective in this position.

PHYSICAL & MENTAL REQUIREMENT:

The employee must be able to lift and/or move varying amounts of weight, depending upon the task. 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. Must be available around-the-clock to correct any system failure or other detrimental network/computer related problems.

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 Finance Specialist	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under direction of the Director of Finance, the Finance Specialist will plan, organize, process and manage all facets of the township financial processes consistent with township policy, collective bargaining agreements, department of labor and the Ohio Revised Code.

SCOPE:

The Finance Specialist will play an integral role in the success of the Finance Department. Under direction of the Director of Finance, the Finance Specialist will assist with financial activities according to the rules of the Ohio Revised Code, and assist with a variety of financial management matters such as accounts receivable, accounts payable and payroll. This position requires a thorough knowledge of the principals of fund accounting and an extensive background in computerized financial systems. Extensive experience in all financial areas are essential.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage, township financial records with all facets consistent with township policy, collective bargaining agreements and the Ohio Revised Code.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer and Director of Finance.
- Ensure all payroll transactions and associated reports and filings are accurate & timely and executed in accordance with law.
- Preparation of W2s and timely filing.
- Prepares and balances deposits; entering deposits by accounts; examines receipts for accuracy and completeness; deposits monies into the bank.
- Oversee the lighting district program by assisting with new requests and preparing annual assessments to Hamilton County Auditor's office.
- Processing of all internal and external mail related to payroll and accounts receivable.
- Filing into Onbase Electronic Human Resource System.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Maintains Township Financial Records; submitting records for destruction as permitted.
- Prepares periodic financial, statistical or operational reports as assigned.
- Serve as backup to the Accounting Specialist by assisting with the processing of Purchase Orders; updating tracking log daily.
- Reconciliation of purchasing card receipts and payment of statement on a monthly basis.
- May serve as the Township Purchasing Card Compliance Officer, if necessary.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to

POSITION TITLE Finance Specialist	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

assimilate extensive information into meaningful business cases and effective presentations.

- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of payroll and financial procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the financial areas.
- A mature and pragmatic individual with strong people skills.
- A person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Constantly and consistently a top performer. Pushes self and the entire organization for results.
- An initiator, both in thinking and in relationships.
- An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High School Diploma or equivalent. Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.
- At least 3-5 years of experience in payroll with deep understanding of governmental accounting & systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills. Proficient with financial management systems on a fund accounting platform is preferred.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

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

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.

POSITION TITLE Finance Specialist	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

ACKNOWLEDGEMENT: 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 Accounting Specialist	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

In collaboration with the Director of Finance, the Accounting Specialist will plan, organize, process and manage the accounts receivable function, lead or assist with the monthly bank reconciliation, manage the assessments and payments for the Township's lighting districts, and plan and implement initiatives to achieve the Township's strategic goals.

SCOPE:

The Accounting Specialist will play an integral role in the success of the Finance Department. Under direction of the Director of Finance, the Accounting Specialist will plan, organize, coordinate, and direct activities related to the accounting functions of the Township.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage township the accounts receivable function, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.
- Lead or assist with the monthly bank reconciliation.
- Manage the assessments and payments for the Township's lighting districts.
- Plan and implement initiatives to achieve the Township's strategic goals.
- Prepares periodic financial or operational reports.
- Identify opportunities to improve organizational performance.
- Identify opportunities to secure outside funding, grant writing, monitoring, and compliance.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Highly proficient with Microsoft Office applications, especially Excel. Proficient with financial management systems on a fund accounting platform is preferred.
- Accuracy.
- Ability to structure, prioritize, and manage multiple projects.
- Strong communication skills, both written and oral.
- Commitment to customer service.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level to quickly generate results.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING &

- High school diploma or GED required. Graduate of accredited four-year college

POSITION TITLE Accounting Specialist	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

CERTIFICATION REQUIREMENT:

or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment. Remote or hybrid work schedules may be necessary. May be required to lift and carry items weighing up to ten pounds.

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Human Resources Specialist	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

Under direction of the Assistant Administrator, the Human Resources Specialist will plan, organize, process and manage all facets of the township human resources and benefits programs, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.

SCOPE:

The Human Resource Specialist will perform a variety of routine clerical, secretarial and administrative work in the administration of various components of the personnel system of the organization, including job analysis, compensation analysis, applicant screening, examination, selection process, benefits, and training. This position requires a thorough knowledge of employee benefit programs, human resource practices and an extensive background in computerized financial systems and will work closely with the Director of Finance.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administers the township employee open enrollment and benefit programs, including retirement plan, health insurance, cobra administration and vacation, sick and other leaves.
- Assists independent auditors in the audit of township records.
- Manages open enrollment processes, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Reconciles monthly benefit bills and maintains employee benefit tracking spreadsheet.
- Maintains employee master files, and manages vendor relations related to Onbase.
- Assists Department Heads with the development of, posts, and advertises position vacancies as assigned; assists in the coordination of recruitment, interviewing and selection processes. Keeps records of applicants not selected for employment. Corresponds with job applicants to notify them of employment consideration.
- Conducts onboarding for all new hires and promoted full-time staff to foster positive attitude toward organization goals.
- Ensures compliance for all new hires and termination processes, inputs new hires and processes staff changes in financial management system.
- Responsible for Workers' Compensation Program including claims administration and reporting.
- Manages retirement reporting of wages and employee status changes with Pension Boards.
- Assists with the development and management of township policy and procedures, ensuring that compliance is maintained by tracking staff evaluations, annual motor vehicle reports, and random DOT testing.
- Assists in conducting wage surveys within the labor market to determine competitive wage rate.
- Evaluates the township job descriptions; standardizing them township wide.
- Assist with the development and administration of township-wide wellness programs or initiatives.
- Prepares responses to public records request for HR items.
- Administrator for the Township's Human Resources Information System.
- Other duties as assigned.

POSITION TITLE Human Resources Specialist	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government human resource management.
- Ability to develop and maintain working relationships with associates, superiors and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of human resources and benefit procedural best practices, and standard office systems and software.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Graduate of accredited four-year college or university with a degree in human resource management, business or public administration, or a closely related field.
- At least 3-5 years of experience in benefit administration with deep understanding of governmental systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

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 Office Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $40,500 - $61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Office Manager is responsible for carrying out secretarial and clerical processes necessary to the efficient and effective function of the Township.

SCOPE:

The employee in this position serves as the first contact and first impression of Colerain Township's Administration. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Serves as the primary backup to the Township Receptionist and fills in at the front desk in absence of a receptionist.
- Greet visitors and assist customers at the front counter, delivering exemplary customer service with genuine enthusiasm.
- Familiarity with how the Township operates, having knowledge of each department's functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Answer all incoming phone calls, providing service or direction when applicable to address customer's needs.
- Responsible for entry and maintenance of all Public Records Requests into the Customer Service Request (CSR) system.
- Assist Planning and Zoning Department with input of complaints into CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any "problem" areas that have arisen.
- Assist Planning and Zoning with permit intake.
- Process payments/revenue for Planning & Zoning Department.
- Assist HVAC, pest control, and other vendors by providing access as needed.
- Prepare annual inventory to be reported to Hamilton County Engineer by the second Tuesday of every January.
- Sort incoming mail and insure lobby area is tidy.
- Schedule meetings and update the Township electronic calendars.
- Monitor postage meter and refill funds as needed.
- Set up Trustee Chambers for meetings; purchase water as needed.
- Provide clerical support to staff.
- Responsible for developing and maintaining a positive work environment, to the best of their ability.
- Responsible for maintenance, service, and supplies for office copier.
- Organize supply closet and order supplies as needed.
- Maintain coffee area in lower level; order coffee as needed.
- Coordinate with Northwest Local School District Job Trainer to prepare for weekly visits of students, providing them with training in an office environment by completing tasks such as filing, shredding, scanning, etc.
- Maintain the trust of superiors, peers (both internal and external) and abide by the established ethics of the profession.

CRITICAL SKILLS /

- Ability to understand and follow oral and written instructions.

POSITION TITLE Office Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $40,500 - $61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EXPERTISE:

- Ability to report for duty dependably and punctually.
- Ability to organize and maintain accurate records and files.
- Ability to organize and analyze data and prepare records and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to handle confidential information.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school education plus at least 2 years of general office experience which must include working collaboratively with the public and co-workers. Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs. Valid driver's license. Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENT:

Required to talk, hear, and/or use hands to handle or feel objects, tools or controls, and reach with arms and hands. Required to sit for a significant portion of the work hours and may also need to stand for an extended period of time. Occasionally must lift and/or move objects up to 25 pounds. Specific vision abilities required by this position are the ability to read handwritten and typewritten documents of varying quality, and to distinguish colors on maps and other documents.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves duties to be performed in an indoor office setting.

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 Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Assistant Fire Chiefs, Exec. Assist., and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

PURPOSE:

The Fire Chief has the overall responsibility to lead, direct, plan, and coordinate the activities of the Township's Department of Fire and Emergency Medical Services.

SCOPE:

Responsibility to project strong leadership qualities in the department. Contribute to the professional development and culture of the department. Facilitate recruitment, acquisition of property, maintenance of equipment and facilities, training, education, personnel management, and disaster planning as it relates to the community. Provide guidance to the department by identifying goals, providing educational and training opportunities for all personnel, assisting in developing and implementing new policies, and directing the overall operations of the Department. Provide leadership within the community. Capable of interacting with various groups and people within the community in conjunction with other departments of the Township regarding the future growth and direction of the Township for community strategic planning and disaster planning.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Directs and manages all activities and operations of the department including administration, fire protection, fire suppression, emergency medical services, emergency management, technical rescue, fire prevention, code compliance, inspections, public education, training, and hazardous materials response.
- Manages the enforcement of fire ordinances, laws and codes; develops and implements rules, regulations, policies, and procedures to advance the mission, goals, and objectives, and provide efficient and effective fire and rescue services to the Township.
- Assess local needs and updates strategic plans for the future of the department and the Township. Analyze problems, identify alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.
- Advocates necessary changes to promote high quality of life within the community; coordinates and resolves interdepartmental issues that arise from fire services.
- Manage, supervise, and direct activities of assigned staff; makes recommendation regarding hiring, discipline, termination or advancement of employees. Schedule employees, assigns work, monitors progress; compose and conduct evaluations.
- Remain current on issues and trends relative to the department and service delivery responsibilities.
- Respond to and resolves sensitive and complex community and organizational inquiries and complaints.
- Monitor departmental operations and customer service to ensure quality control; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities.
- Responds to major fire alarms/incidents and commands incident as necessary.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Assistant Fire Chiefs, Exec. Assist., and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

effectively and efficiently provide departmental services and programs.

- Maintains high visibility with strong emphasis on communicating with members of the department.
- Develop and implement mutual/auto aid agreements with neighboring communities to ensure a high level of fire, rescue, and emergency medical services.
- Serve as a member of the Township's senior management team.
- Represent the Township in meetings with professional organizations, other public agencies, and the public.
- Meet with Board of Trustees and Township Administrator to assist in policy determinations.
- Address citizen groups regarding the activities of the department and to explain and promote public understanding of its work.

CRITICAL SKILLS / EXPERTISE:

- Knowledge and the ability to plan, organize, direct, and evaluate administration, fire protection, fire suppression, emergency medical service, emergency management, technical rescue, fire prevention, code compliance, public education, training, and hazardous materials response.
- Knowledge of federal, state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service related organizations.
- Strong knowledge and ability in utilizing the National Incident Management System and the strategy and tactics of firefighting.
- Knowledge of the general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.
- Direct and manage activities/operations of a municipal combination fire department.
- Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Skill in developing, implementing, and evaluating policies and procedures to achieve department missions, goals, and objectives.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to develop, manage and maintain budgets.
- Ability to effectively assess community or township needs and strategically plan for the future of the department.
- Ability to research, evaluate, and use new methods and techniques for operational improvement.
- Ability to facilitate change and provide leadership to a diverse group of career and part-time firefighters.
- Ability to work independently with very little direction.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to monitor departmental operations and customer service to ensure quality control, identifying and resolving deficiencies.
- Ability to effectively represent the Township in meetings with professional

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Assistant Fire Chiefs, Exec. Assist., and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

organizations, other public agencies and the general public.

- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implements recommendations in support of goals.
- Ability to listen well and communicate effectively verbally and in writing with various audiences.
- Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial and technical issues.
- Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician
- Valid State of Ohio Fire Instructor's Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Department of Fire & EMS administration offices and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Assistant Fire Chiefs, Exec. Assist., and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

position's 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 Assistant Fire Chief of Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $100,000 - $120,000
Supervises Full Time and Part Time Fire Personnel	**Minimum Education** Bachelor's Degree

PURPOSE:

To define the essential roles and responsibilities of the Assistant Fire Chief.

SCOPE:

The Assistant Fire Chief provides direction and management of the Operations Bureau while supporting the overall operation of the Fire Department for Colerain Township. The person in this position must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications and coordinates duties of the Communications Officer, which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies communication deficiencies in the department and identifies objectives for improvement.
- Supervises the activities and programs involving apparatus and building maintenance which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies maintenance deficiencies in the department and identifies objectives for improvement.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met. Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
- Upon learning or observing various behavior requiring disciplinary measures or commendations, may determine the discipline or commendation to be received or may

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $100,000 - $120,000
Supervises Full Time and Part Time Fire Personnel	**Minimum Education** Bachelor's Degree

delegate the responsibility to the supervisory personnel.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write, and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.
- As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

LICENSING & CERTIFICATION

- Valid Driver's License
- State of Ohio Firefighter II Certification

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $100,000 - $120,000
Supervises Full Time and Part Time Fire Personnel	**Minimum Education** Bachelor's Degree

REQUIREMENTS:

- State of Ohio Emergency Medical Technician – Paramedic Certification
- State of Ohio Fire or EMS Instructor's Certification
- Minimum of a Bachelor's Degree preferably in a related field
- Completion of the Ohio Fire Executive Program or National Executive Fire Officer Program
- A minimum of five years of command level experience
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's 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** **DATE**

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000 - $120,000
Supervises Division Chief; Captains – EMS/Training/CRR; Admin. Asst.	**Minimum Education:** Bachelor's Degree

PURPOSE:

To define the essential roles and responsibilities of the Assistant Fire Chief of Administration.

SCOPE:

The Assistant Fire Chief provides direction and management of various administrative services while supporting the overall operation of the Fire Department for Colerain Township. The person in this position must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications, building maintenance, and apparatus which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at various stations and among various personnel and apparatus; (d) identifies deficiencies in the department and identifies objectives for improvement.
- Compiles the Annual Report defining department accomplishments and reporting for the previous year.
- Maintains General Orders for Policy Manual update each year.
- Oversees the Accident Review Board.
- Functions as Fire Department liaison to Information Technology and plans and purchases new computer equipment.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met.
- Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
- Upon learning or observing various behavior requiring disciplinary measures or commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000 - $120,000
Supervises Division Chief; Captains – EMS/Training/CRR; Admin. Asst.	**Minimum Education:** Bachelor's Degree

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.
- As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Valid State Driver's License
- Valid State Firefighter II
- Valid State of Ohio Emergency Medical Technician

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000 - $120,000
Supervises Division Chief; Captains – EMS/Training/CRR; Admin. Asst.	**Minimum Education:** Bachelor's Degree

- Valid State of Ohio Fire Instructor's Certification
- Minimum of a Bachelor's Degree in a related field
- Completion of the Ohio Fire Executive Program or National Executive Fire Officer Program
- A minimum of five years of command level experience
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's 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 Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

This position performs general office, clerical, technical, and related administrative support functions in the day-to-day operations of the Fire Department's Training Division as well as support functions associated with community risk reduction activities and emergency medical services.

SCOPE:

This is an administrative position providing relatively complex and confidential office work specific to the fire department. Independent judgement is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, other governmental agencies, and the public on matters of significance to the department and may involve routine contacts with elected officials.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Position involves citizen contacts regarding fire department and township issues.
- Receives citizen complaints, questions and requests for information, and directs to the appropriate department officer or township/county agency.
- Provides follow-up to assure proper resolution and customer satisfaction.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Processes requests from citizens, insurance companies and attorneys for Fire and EMS reports.
- Responsible for compiling, assuring accuracy, and transmitting fire and rescue reports to State Fire Marshal's Office each month.
- New Employee Applications; prepares and distributes application packets to prospective employees. Processes and files completed applications for training division review.
- Provides information to supervisors during annual employee evaluation process. Responsible for purging personnel files in accordance with policies.
- Records Storage; assists the records retention manager with records storage activities. Includes proper storage of records and purging of files in accordance with ORC.
- Performs word processing, duplication, and collation of reports for program, bureau, and division managers in the department.
- Township Liaison; liaison for the department with all other township entities on administrative and payroll matters, including policies. Interacts with peer group in other township departments and administration.
- Purchase Requisitions & Billing Issues; assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer's payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of general clerical and administrative assistant operations, services, and activities.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases,

POSITION TITLE Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

email, internet, and voicemail.

- Knowledge of the principles and practices of customer service.
- Knowledge of Township and Fire Department Policy, Procedures, and Guidelines.
- Ability to perform competently in a dynamic work environment.
- Ability to meet and tactfully interact with the public in a variety of situations.
- Ability to perform complex administrative work involving the use of independent and personal initiative.
- Ability to independently prepare correspondence and memorandums.
- Ability to research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate modern office equipment, including computers.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including Township officials and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Shall possess a high school diploma. Shall possess a valid driver's license. Valid CPR card or the ability to obtain CPR certification within 90 days of hire.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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.

POSITION TITLE Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $25.00 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The purpose of the position is to coordinate and direct all training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Fire Department personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Township Fire Department holds training and safelty of personnel as a high priorty and that all prersonnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis. In addition, the person in this position must respond to emergencies as one of the department officers.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:

    a) Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
    b) Using state EMS guidelines, determines the course schedule and ensures that the EMT and first responders take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
    c) Sets the schedule for the weekly training classes
    d) Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
    e) Researches and develops new courses for established curriculum.
    f) Reviews new manuals available for the use in classroom instruction.
    g) Purchases any needed audio-visual equipment or training aids needed to supplement course curriculum.

- Goalsetting- establishes and implements training goals for the department
- Activity reports- Using a computerized recordkeeping system, enters various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, member activity reports, and meeting sign-ins.
- Incident post-analysis- Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Division budgeting and expenditures- Submits the division's budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.
    a) Address training and related issues

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $25.00 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

b) Foster working relationships
c) Create a compatible working environment between first responders and department members.

- Serves as the Ohio Department of Public Safety, Division of Emergency Medical Services Program Director for the State of Ohio Fire Charter issued to the Department.

  a) Insures all requirements of the State issued Fire Charter are met.
  b) Maintain the record keeping associated with the Fire Charter
  c) Develop an advisory committee and hold committee meetings

- Supervises Recruit Training Academies including but not limited to the following tasks:

  a) Establishes academy rules and regulations not covered by Fire Department policies.
  b) Establishes curriculum to meet local, state, and federal requirements using NFPA as a guide.
  c) Directly supervises recruit firefighters.
  d) Carries out discipline of recruits in accordance with Fire Department policies.

- Supervises department training instructors in development and implementation of training programs and individual classes.
- Supervises the activities and programs involved in the recruit applicant selection and objective promotion processes. This includes but is not limited to the following tasks:

  a) Schedules all the phases of the application process/promotion process and recommends ways to improve the process when possible.
  b) Recommends members of the Oral Interview Board.
  c) Ensures all of the equipment needed for the selection process is on site and in place on time.
  d) Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Chief for review.
  e) Ensures that all applicants meet the requirements for the position for which they are applying.

- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:

  a) Performs as designated Department Safety Officer.
  b) Makes recommendations for Standard Operating Guidelines for the department.
  c) Disciplinary actions or commendations- Ensures that the department procedures and policies are followed by personnel. This includes but is not limited to delivering verbal or written warnings. On occasion, if the

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $25.00 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

infraction warrants, takes corrective action, documents and maintains records to substantiate disciplinary actions and advises the Chief of serious disciplinary action taken when necessary. In instances of exceptional performance, provide letter of commendation for personnel file and advises the Chief when such commendations are awarded.

d) Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.

e) Goal setting- Assists in determining and implementing goals for the department according to NFPA and OSHA standards.

- Oversees and assists personnel in meeting the requirements as set forth in NFPA standards. This includes but is not limited to ensuring personnel successfully complete the requirements as set forth in the Safety and Health Program, Infection Control Program and overseeing the medical requirements for personnel are met.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:

a) Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:

1. Performs as the incident commander at the incident scene in accordance with the department's Standard Operating
2. Procedures at the shift level. This includes but is not limited to the following tasks:
   i. Actual location of the incident
   ii. Brief description of the incident and report of conditions.
   iii. Designation of the individual assuming command and incident name.

- Assesses Incident Priorities. Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:

a) Life Safety (first priority)
b) Incident Stabilization (second priority)
c) Property Conservation (third priority)

- Performs Size-Up. The Incident Command must perform an initial assessment of the situation, incident potential and resource status.
- Selects the Strategic Mode. Such operations are either an Offensive or Defensive mode.
- Defines strategic goals and establishes tactical objectives.
- Implements the Action Plan.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $25.00 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

- Implements the accountability tag system. When necessary, keeps track of personnel on an incident by use of accountability tracking system.
- Staging. Implements incident staging when appropriate based on resources.
- Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:

  a) The status of the current situation.
  b) Resources committed to the incident and responding, as well as the present incident organizational structure.
  c) Assessment of the current effect of tactical operations.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Attends meetings and in-services as required. This includes but is not limited to the Town Safety Board meeting.
- On occasion, performs functions of higher-ranking officers as assigned by the Chief.
- Performs all functional duties of firefighter and EMT when necessary (see the firefighter/EMT job description).
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

MINIMUM EDUCATION & EXPERIENCE:

1001 Firefighter Professional Qualifications- Firefighter I/II, 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator- Aerial, 1021 Fire Officer Professional Qualifications - Fire Officer II, Fire Service Instructor Professional Qualifications - Instructor II/III, 1521 Fire Department Safety Officer.

CRITICAL SKILLS / EXPERTISE:

- Meet or exceed all State of Ohio requirements for a firefighter/EMT-B.
- Meet rank of Captain or Battalion Chief for minimum of one (1) year.
- Successfully completed National Fire Academy Courses dealing with health and safety.
- Completion of Command Officer Training classes.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e.: planning, organizing, directing, coordinating, and evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.
- Ability to work varying schedules.

LICENSING &

View Minimum Education & Experience as stated Above

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $25.00 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

CERTIFICATION REQUIREMENT:

- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

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** **DATE**

POSITION TITLE Reservist	STATUS Part time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Colerain Fire & EMS recognizes the importance of a carefully selected and properly trained individual to assist in the completion of the mission of the department.

SCOPE:

This position is designed to primarily augment the department in an administrative capacity and to support various functions within the department to include: community risk reduction, fire administration, community relations, and training and education services.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- All duties or assignments as identified by the Fire Chief or designee.
- Support of various administrative and operational elements of fire and EMS services, including community risk reduction, fire administration, community relations, and training and education services.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- Substantial experience as a Fire & EMS employee.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION TITLE Reservist	STATUS Part time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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 Part Time Fire Safety Inspector	STATUS Part time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the roles and responsibilities of the part- time Fire Safety Inspector.

SCOPE:

This role will assist in community risk reduction activities by means of performing a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal's Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid driver's license.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous activities under hazardous and dangerous circumstances as

POSITION TITLE Part Time Fire Safety Inspector	STATUS Part time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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.

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Reservist - Public Educator	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the roles and responsibilities of the Public Educator.

SCOPE:

The Public Educator must be able to coordinate and oversee special programs/public events, and manage all programs/events budgets. Additional responsibilities include supervising staff directly involved in the public education programs, researching, applying for, and administering grants for new and ongoing programs. Work is performed with considerable independence.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Reviews and determines needs, defines goals, and recommends steps needed to carry out a planned public education program.
- Coordinate oversees, and evaluates public education programs.
- Serve as a department liaison with various external groups, such as the media, business interest, community groups and the general public.
- Manages Northgate Mall station.
- Assist other department and township management staff with public education details and events.
- Research, creates and implements “new” education programs.
- Research, prepares and disseminates material and coordinates interaction of members of the department, Township staff, business interest, community groups and the general public.
- Assist administration with other details as deemed necessary.
- Responsible for programs monthly statistics and general record keeping.

CRITICAL SKILLS / EXPERTISE:

- Application of computer systems to utility business procedures.
- Research techniques, methods and procedures.
- Grant research, writing and management.
- Program development, management and evaluation.
- Budget preparation and management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Shall possess a high school diploma.
- Shall possess a valid driver’s license.
- Shall be at least 18 years of age.
- State of Ohio Firefighter II, EMT-B.

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines.

POSITION TITLE Reservist - Public Educator	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 Fire Hydrant Maintenance Worker (seasonal)	STATUS Part time – Non Exempt (temp.)
REPORTS TO Fire Hydrant Program Coordinator	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The purpose of this job description is to define the essential roles and responsibilities of the seasonal fire hydrant maintenance worker.

SCOPE:

This position works to perform an annual servicing of public and private fire hydrants in Colerain Township to ensure their effective operating condition.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Flushes and clears hydrants, hydrant valves and rises.
- Tests hydrants for water leakage and proper operation.
- Maintains a daily log containing the following information: date, time, location of hydrants serviced; referrals for other maintenance required; and contacts with the public.
- Wears a safety vest and practices safe work practices at all times while in the field.
- Removes vegetation or objects within three to four-feet of hydrant which obstructs view or operation of fire hydrant.
- Lubrication of hydrant discharge threads.
- Performs any other related work as required.
- Exercises care and respect for private landscaping and other property.
- Educates citizen contacts, where necessary, concerning the fire hydrant maintenance program.
- Preparation and painting of fire hydrants.
- Operates and maintains accountability for and cleanliness of Fire Department vehicle and property issued.
- Maintains a daily work schedule that starts and ends at the fire station.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of fire hydrant inspection practices and methods.
- Knowledge of techniques, methods, materials, tools, and equipment used in the maintenance or servicing of fire hydrants.
- Ability to operate and maintain an assortment of hand and power tools.
- Knowledge of safe work methods and safety regulations pertaining to the work performed.
- Basic computer skills.
- Ability to follow oral and written instructions.
- Ability to perform assigned tasks properly and efficiently.
- Ability to maintain basic record keeping and documentation.
- Ability to establish and maintain effective working relationships with co-workers and the public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- A background working with municipal water supply, fire hydrants, or fire department is desirable.
- Valid driver's license.

POSITION TITLE Fire Hydrant Maintenance Worker (seasonal)	STATUS Part time – Non Exempt (temp.)
REPORTS TO Fire Hydrant Program Coordinator	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Vehicle Fleet Manager.

SCOPE:

The Vehicle Fleet Manager is a management-level position and is responsible for directing and monitoring all staff and maintenance activities in the Fleet Maintenance Division, including outside contractors in the purchase, inventory, maintenance, and repair, of all vehicles and equipment assigned to the Fleet Maintenance Division. This position is also responsible for planning, organizing, supervising, and reviewing the work of the Fleet Maintenance Division's supervisory staff and semi-skilled and skilled trades employees engaged in a variety of maintenance and repair of Township vehicles and equipment. Other responsibilties include forecasting fleet replacement, estimating costs, maintaining a budget and effectively managing the workflow of the Division. This position requires the use of considerable judgement.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The employee is responsible for maintaining records on all assigned vehicles.
- Must be able to manipulate computer data to produce reports upon request.
- The employee in this position is responsible for operation for a fleet preventative maintenance program.
- Is responsible for the efficient and safe repair of all fire division vehicles and related equipment.
- Work methods and procedures shall be in line with acceptable standard practices, with standard safety procedures being followed.
- Is responsible for Mobile Data Computers (MDC) for multiple departments.
- Is responsible for GPS Preemption systems in vehicles and intersections.
- Is responsible for the Township's Gasoline and Diesel fueling stations.
- Be able to diagnosis and repair Detroit, Cummins, and Caterpillar engines and Allison automatic transmissions.
- Be able to diagnosis and repair gasoline powered vehicles.
- Work on all types of drive trains and suspensions.
- Work on light and heavy-duty steering systems.
- Trouble shoot electrical systems and repair.
- Read electrical system schematics.
- Weld with mig welders, gas welders and braze.
- Work on hydraulic systems diagnosing and repair.
- Read blue prints and drawings for fabrication purposes.
- Work without supervision.
- Employ safe work practices in the shop setting.

CRITICAL SKILLS / EXPERTISE:

- Considerable knowledge and ability in administrative and managerial functions that include: research, planning, scheduling, and budgeting.
- Ability to communicate concisely and clearly with employees, contractors, representatives of other departments and the general public.
- Must have knowledge of the methods, practices, tools and materials used in purchase, maintenance, and repair of vehicles and equipment; and ability to read and interpret

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.	**Minimum Education:** H.S. Diploma/GED

vehicle and equipment specifications.

- General knowledge of computers to input and extract data for reports.
- Must have knowledge and understanding of DOT and NFPA standards.
- Extensive knowledge of vehicle repairs and their related costs normally gained through ten or more years of experience working in a repair facility.
- General knowledge of occupational hazards associated with the trade.
- Advanced knowledge of safety precautions utilized while working with equipment.
- Advanced knowledge and skill in the use and care of hand and machine tools employed in vehicle repair and adjustment.
- Advanced knowledge and aptitude in diagnosing and repair of electrical systems and its components.
- Possess the ability to work well with others and independently.
- Must be able to multi-task in a fast paced environment.
- Must be able to present and teach driver level maintenance to Township employees at all levels.
- Must be flexible and have the ability to respond during off duty hours.
- The ability to work unsupervised.
- Employee must provide their own tools, adequate to perform all necessary repairs they will encounter while working with heavy trucks and associated equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Shall possess a high school diploma or equivalent. Shall possess a valid driver's license with a CDL. Shall be at least 18 years of age. Certified ASE Master Med/Heavy Truck Certifications.

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines.

WORK ENVIRONMENT:

This position operates in a typical office environment and within indoor shop and outdoor field work.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Part Time Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15/hour – $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Part-Time Fleet Mechanic.

SCOPE:

The purpose of this position is to perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-

POSITION TITLE Part Time Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15/hour – $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

line technical repair data bases and scan tools.

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Be "on-call" varying weekends, holidays and/or evenings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.).
  - Multiplex electrical experience.
- Must possess a valid driver's license.
- Commercial Driver's License Class B or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

POSITION TITLE Part Time Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15/hour – $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

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 Co-Op Fleet Mechanic Technician	STATUS Part time – Non Exempt (temp.)
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Co-Op Fleet Mechanic.

SCOPE:

The purpose of this position is to perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performance of preventative maintenance services on various vehicles.
- Maintains the overall cleanliness of the office space.
- Assists other mechanic techs when needed.
- Stocks the parts room.

CRITICAL SKILLS / EXPERTISE:

- Must be able to use hand tools.
- Must be able to report to work on a regular basis.
- Must have a basic understanding of Automotive and Diesel engines. Also must possess basic computer skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Must possess a valid driver's license. Minimum of 16 years of age.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; swivel, turn, or pivot; and smell.

The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part time – Non Exempt (temp.)
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** M.D.

PURPOSE:

The EMS Medical Director is an independent contractor for Colerain Township.

SCOPE:

The EMS Medical Director shall have authority over all clinical and patient care aspects of the EMS system or service. The primary role of the EMS Medical Director is to ensure quality patient care. Responsibilities include the ongoing design, operation, evaluation and revision of the EMS system from initial patient access to definitive patient care.

ESSENTIALS ROLES & RESPONSIBLILITIES:

Primary duties include and are not limited to:

- Serve as a patient advocate in the EMS system.
- Set and assure compliance with patient care standards including communications, dispatch, and medical protocols.
- Develop and implement the process for the provision of concurrent medical direction.
- Ensure the appropriateness of initial qualifications of pre-hospital personnel involved in patient care.
- Ensure the qualifications of pre-hospital personnel involved in patient care are maintained on an ongoing basis through education, testing, and credentialing.
- Develop and implement an effective quality improvement program for continuous system and patient care improvement.
- Promote EMS research.
- Maintain liaison with the medical community including, and not limited to, hospitals, emergency departments, physicians, pre-hospital providers, and nurses.
- Interact with regional, state, and local EMS authorities to ensure that standards, needs, and requirements are met and resource utilization is optimized.
- Arrange for coordination of activities such as mutual aid, disaster planning and management, and hazardous materials response.
- Promulgate public education and information on the prevention of emergencies.
- Maintain knowledge levels appropriate for an EMS Medical Director through continuing education.
- Assist in the development of curricula for EMS training, schedule speakers and instructors for continuing education sessions.
- Participate in peer review and quality improvement programs as provided in section 4765.12 of the ORC.
- Active participation with the organization in the following programs: conducting performance improvement programs, conducting education programs, conducting protocol updates and review.
- Assure compliance with HIPPA and other pertinent Statutes and Regulations.

CRITICAL SKILLS / EXPERTISE:

- Active in the emergency care of patients.
- Familiarity with design and operation of pre-hospital EMS system.
- Experience or training in medical direction of pre-hospital emergency units.
- Experience or training in the pre-hospital care of the acutely ill or injured patient.
- Experience or training in the education of pre-hospital personnel.

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** M.D.

- Experience or training in the EMS quality improvement process.
- Knowledge of EMS law and regulations.
- Knowledge of local mass casualty and disaster plans.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Possession of a valid Ohio medical license to practice medicine or osteopathy.

Complete the National Association of Emergency Medical Service Providers (NAEMSP) medical director course, the Ohio American College of Physicians (ACEP) medical directors course, or other equivalent course approved by the State Board of EMS.

Complete a board eligible/board certified residency program in emergency medicine or submit verification of EMS medical director experience and verification of performance improvement programs or training to the board of EMS.

PHYSICAL & MENTAL REQUIREMENT:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Battalion Chief	STATUS Full Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate degree

PURPOSE:

The Battalion Chief is responsible for the daily planning and execution of emergency and non-emergency activities consistent with the department's mission statement.

SCOPE:

This position is an important part of the department's leadership and management team and is expected to plan, organize, and command all activities pertaining to the particular work shift.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administers and manages daily operations of all assigned personnel.
- Evaluates work activities pertaining to the shift, develops work plans and implements new programs.
- Approves time off and vacation requests.
- Conducts performance evaluations of full-time personnel assigned to the shift.
- Performs a liaison function to Captains and program managers to facilitate the completion of needed details, e.g. vehicle maintenance, training, and customer service etc.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of shift and department operations.
- Prepares a variety of studies, reports, and related information for strategic analysis.
- Assures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to emergency responses, inventory control, maintenance, purchases, training, and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Responds to emergencies either as a Company Officer or in a separate command vehicle and initiates the Incident Command System.
- Works at Station 25.
- Reviews and approves deployment assignments. In some cases, the Battalion Chief will make the assignments him or herself.
- Will be the initial incident commander until relieved by a senior officer. If a senior officer assumes command, the Battalion Chief will be assigned another sector within the command system.
- Disciplines assigned personnel, as needed, in accordance with township and department guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Tours all stations on a periodic basis to verify readiness of fire and EMS resources. Checks on completion of assigned duties.
- Participates in planning of all department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Maintains liaison with other departments as well as state, local, and other public officials.

POSITION TITLE Battalion Chief	STATUS Full Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate degree

- Establishes rapport with community groups and other civic organizations through meetings, speeches, and presentations.
- May serve on various committees within the department, and with township and county organizations.
- Performs administrative duties as assigned.
- Performs any other related work as required.

MINIMUM EXPERIENCE:

Served as a career officer for the last two (2) years. The ability to complete the Ohio Fire Executive Program or National Executive Fire Officer Program. Program completions in: Hazardous Materials, Instructor Training, Fire Prevention, and Arson Investigation. Any related combination of training and experience. The Battalion Chief is expected to attend seminars, conferences, and educational sessions on an annual basis. No rigid requirement has been established; however, the Chief or Assistant Chief will notify the Battalion Chief if it's determined that this individual is not maintaining an adequate amount of continuing education.

CRITICAL SKILLS / EXPERTISE:

- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Department EMS operations, and specifically, the interface between Basic and Advanced levels of service.
- Executive management skills.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Geography of the township including special hazards, water distribution systems, and private fire protection systems and devices.
- The Fire Command Systems (FGC) and the Incident Management System (IMS).
- Arson detection methods and techniques.
- The use and limitation of various types of equipment and apparatus.
- Ability to execute a moderate level of administrative competence and managerial skills.
- Establish command and activate the command system on all emergencies, including EMS and mass casualty incidents.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives, and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, word processing software, calculators, copy and fax

POSITION TITLE Battalion Chief	STATUS Full Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate degree

utilities, phones, mobile or portable radio, and automobiles.

EDUCATION LICENSING & CERTIFICATION REQUIREMENT:

- Valid Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician - Paramedic
- Minimum of an Associate's Degree
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee id frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMEN:

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 **PRINT NAME** **DATE**

POSITION TITLE Captain - Emergency Medical Services	STATUS Full time – Non-Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The purpose of the position is to provide managerial oversight of all aspects of the Department's Emergency Medical Services (EMS) activities, which support the operations and delivery of emergency medical services.

SCOPE:

The person in this position has a strong responsibility for managing staff; monitoring logistical needs, quality improvement, and special projects; assisting with the planning, development and implementation of policies and programs for EMS; facilitating organizational goals, and evaluating programs. The person in this position works within broad policy and organizational guidelines, regularly exercising discretion; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs as the primary contact and liaison to the department's medical director team.
- Directly oversees, and ensures that all procedures are properly followed with the EMS billing program and practices. Ensures compliance with all third party billing company requirements.
- Directly supervises the acurrate completion of all EMS incident reports.
- Manages the EMS Quality Assurance Program for compliance with best practices and other established standards.
- Provides oversight of EMS and equipment purchasing and procurement.
- Establishes and implements EMS training goals for the department.
- Uses a computerized recordkeeping system to enter various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, employee activity reports, and meeting sign ins.
- On occasion, will be assigned to complete special projects or research and development as requested by the Assistant Chief or Fire Chief and should coordinate such projects with the Assistant Chief.
- Attends meetings and in-services as required.
- Performs all functional duties of a captain when necessary.
- Responds to incidents and assumes a role within the Incident Management System as assigned by the Incident Commander.
- Performs other duties and responsibilities not specifically described above as assigned by the Fire Chief or their designee as necessary.
- Evaluates work activities pertaining to EMS operations, develops work plans and implements new programs.
- Performs a liaison function to battalion chiefs, company officers and program managers to facilitate the completion of needed details (e.g. training, customer service etc.).
- Develops and implements policies, guidelines, and standards for efficient operation

POSITION TITLE Captain - Emergency Medical Services	STATUS Full time – Non-Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

and maintenance of EMS operations.

- Prepares a variety of studies, reports, and related information for strategic analysis.
- Ensures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to EMS operations, drug inventory control, maintenance, purchases, training, and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Works in conjunction with the training captain, and the department medical director(s) to develop topics and scheduling for EMS continuing education.
- Coordinates the orientation program for new EMS personnel.
- Act as liaison with the department's EMS medical director(s).
- Coordinate research and development of new EMS equipment and pre-hospital medical procedures.
- Complete the appropriate application forms for the state EMS grant on an annual basis.
- Works in conjunction with the Fleet Services Division in the development of specifications (i.e., new acquisitions, refurbishments, and modifications) for EMS vehicles.
- Ensure that all department EMT's and paramedics are adequately trained and are capable of correctly interpreting applicable protocols.
- Maintains discipline and ensures that subordinate personnel follow department policies, procedures, and guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Tours all stations on a periodic basis to verify readiness of EMS resources and follows-up on completion of assigned duties.
- Participates in planning of EMS Division goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Maintains liaison with other departments, as well as state, local and other public officials.
- Establishes rapport with community groups and other civic organizations through meetings, speeches, and presentations.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Fire Chief.

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to work additional hours and to remain flexible with scheduling to accommodate various meetings, training sessions, and committee involvement.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and

POSITION TITLE Captain - Emergency Medical Services	STATUS Full time – Non-Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

abilities (i.e., planning, organizing, directing, coordinating, evaluating).

- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive, and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Valid Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio EMT –Paramedic Certification
- State of Ohio EMS Instructor's Certification
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Basic Life Support (BLS)
- Incident Command System (ICS) and National Incident Management System (NIMS)
- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff
- Independent Study (IS)-700: NIMS, An Introduction
- IS-800: National Response Framework, An Introduction
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- As set forth by the departments General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

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 Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The person in this position has a strong responsibility to the department to ensure public safety by oversseing and assisting in the development and implementation of various public educational program to a variety of people on a continuning basis.

SCOPE:

The Colerain Fire Department wishes to proejct a strong, positive image. Therefore, the person in this poisition must regard public safety, public education, and public awareness as a primary concern. As a result, the person in this position performs code enforcement, plan review, and other fire prevention and public education activities for the Fire Department. In additon, this position must respond to emergencies as one of the department officers.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversees and assists in the performance of building inspections of occupancies including educational, industrial, residential, health-care, public assembly, commercial, construction, and others. Such inspections shall be conducted within knowledge of building codes and according to this department's procedures and may be conducted at various times of the day, night, and weekends.
- Reviews all variances filed by architects and attends the Ohio Fire and Building Services Commission meetings when necessary.
- Reviews inspection reports to determine types of violations and number of violations in an effort to determine what type of public education is necessary in the community to prevent such violations in the future.
- Issues and reviews inspections on a regular basis.
- Instructs and/or attends training classes on code enforcement.
- Oversees and assists to ensure the appropriate pre-plan information is collected and distributed in an effective, timely manner. This includes and is not limited to the following tasks:
    - Determines which buildings within the fire district will be surveyed.
    - Ensures the information gathered such as drawings, lists of hazardous materials, etc. is properly placed in the books, is distributed to the firefighters and is placed appropriately in the apparatus.
    - Ensures the information of the pre-plans is updated on an as needed basis.
    - Performs interdepartmental classroom training and on-site training sessions to enable the firefights to become familiar with the plans, determining locations of utility shut offs, types of fire protection systems available and various other life safety problems such as the location of chemicals, flammables, and people.
- Promotes public education and public safety through presenting speeches/classes to various groups and organizations regarding fire prevention and public safety topics. This includes and is not limited to the following tasks:
    - Oversees and assists in the development and implementation of Fire Prevention Week activities.
    - Conducts fire drills in health-care, educational, and certain business occupancies.
    - Oversees and assists in the development and implementation of the

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma/GED

curriculum for the Juvenile Fire Awareness program.

- Promotes fire prevention activities through various media such as radio, television, newspaper, etc.
- Plans for fire prevention activities, public safety days, career days in high schools, and fire prevention week.
- Assists in producing fire escape plans for residential, commercial, and educational facilities.
- Assists in implementing, training, and practicing the plan as necessary.
- Assists in developing curriculum and the training of staff in order to perform the public education function.
- Oversees the shift in public education activities such as station tours, neighborhood block parties, public safety days, preschool presentations, etc.

- Reviews activity reports. Reports include, and are not limited to, number and type of inspections conducted, number and type of investigations conducted, juvenile fire awareness sessions held, public education sessions, fire drill reports, and any other reports determined to be necessary. Reviews these reports to ensure accuracy. The information gathered from these daily incident reports will make up the annual report.
- Performs statistical analysis on types of fires to determine the dollar amounts and locations of the incident.
- From these reports, determines what type of public education may be necessary to ensure that the behavior contributing to the incident is deterred.
- Based on the statistical analysis, determines any additional budgetary needs toward further public education and/or interdepartmental training.
- Performs all functional duties of firefighter and EMT, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed.
- Performs administrative duties as assigned.
- Performs any other related work as required.

CRITICAL SKILLS / EXPERTISE:

- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Arson detection methods and techniques.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees,

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma/GED

supervisors, other agencies, and the public.

- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.
- The ability to relate to various audiences and be able to verbally communicate on an understandable level to various audiences ranging from pre-school to the elderly.
- The ability to work flexible hours, as overtime and scheduling flexibility will be required at various times for meetings and schooling.
- Must continue to satisfactorily perform the tasks and functions of the positions, must maintain position-related continuing education and must assist with and/or perform any other tasks assigned by supervisory and/or administrative personnel, and within the knowledge, abilities, and expectations of the position.
- The ability to interact with and interface with individuals from all divisions and levels of the department, the general public, and the public safety community – as determined by the specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Valid Driver's License. Must meet all 1001 Firefighter Professional Qualifications (including: FFII, state of Ohio EMT-B), 1002 Fire Department Vehicle Driver/Operator Qualifications (including: Chapters 1-3), 1021 Fire Officer Professional Qualifications (including: Fire Officer III), 1041 Fire Service Instructor Professional Qualifications (including: Instructor III), 1031 Professional Qualifications for Fire Inspections (including: Fire Inspector III), and 1035 Professional Qualifications for Public Fire and Life Safety Educator.
- A high school diploma or equivalent. Must meet all requirements of the firefighter/EMT position. Certified EMT-B or higher level of EMS expertise. Must be able to obtain Fire Inspector certification within one year of hire.
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee id frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma/GED

odors as well as mechanical, chemical, electrical and fire hazards.

- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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 Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The purpose of the position is to coordinate and direct all training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Fire Department personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Township Fire Department holds training and safelty of personnel as a high priorty and that all prersonnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis. In addition, the person in this position must respond to emergencies as one of the department officers.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:
  a) Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  b) Using state EMS guidelines, determines the course schedule and ensures that the EMT and first responders take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  c) Sets the schedule for the weekly training classes
  d) Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
  e) Researches and develops new courses for established curriculum.
  f) Reviews new manuals available for the use in classroom instruction.
  g) Purchases any needed audio visual equipment or training aids needed to supplement course curriculum.
- Goalsetting- establishes and implements training goals for the department
- Activity reports- Using a computerized recordkeeping system, enters various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, member activity reports, and meeting sign-ins.
- Incident post-analysis- Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Budgeting and expenditures- Submits the training budget for the year and determines the cost effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.
  a) Address training and related issues.
  b) Foster working relationships.
  c) Create a compatible working environment between first responders and department members.

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

- Serves as the Ohio Department of Public Safety, Division of Emergency Medical Services Program Director for the State of Ohio Fire Charter issued to the Department.
    a) Insures all requirements of the State issued Fire Charter are met.
    b) Maintain the record keeping associated with the Fire Charter.
    c) Develop an advisory committee and hold committee meetings.
- Supervises Recruit Training Academies including but not limited to the following tasks:
    a) Establishes academy rules and regulations not covered by Fire Department policies.
    b) Establishes curriculum to meet local, state, and federal requirements using NFPA as a guide.
    c) Directly supervises recruit firefighters.
    d) Carries out discipline of recruits in accordance with Fire Department policies.
- Supervises department training instructors in development and implementation of training programs and individual classes.
- Supervises the activities and programs involved in the recruit applicant selection and objective promotion processes. This includes but is not limited to the following tasks:
    a) Schedules all the phases of the application process/promotion process and recommends ways to improve the process when possible.
    b) Recommends members of the Oral Interview Board.
    c) Ensures all of the equipment needed for the selection process is on site and in place on time.
    d) Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Chief for review.
    e) Ensures that all applicants meet the requirements for the position for which they are applying.
- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:
    a) Performs as designated Department Safety Officer.
    b) Makes recommendations for Standard Operating Guidelines for the department.
    c) Disciplinary actions or commendations- Ensures that the department procedures and policies are followed by personnel. This includes but is not limited to delivering verbal or written warnings. On occasion, if the infraction warrants, takes corrective action, documents and maintains records to substantiate disciplinary actions and advises the Chief of serious disciplinary action taken when necessary. In instances of exceptional performance, provide letter of commendation for personnel file and advises the Chief when such commendations are awarded.
    d) Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.
    e) Goal setting- Assists in determining and implementing goals for the department according to NFPA and OSHA standards.
- Oversees and assists personnel in meeting the requirements as set forth in NFPA

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

standards. This includes but is not limited to ensuring personnel successfully complete the requirements as set forth in the Safety and Health Program, Infection Control Program and overseeing the medical requirements for personnel are met.

- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
    a) Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
        1. Performs as the incident commander at the incident scene in accordance with the department's Standard Operating
        2. Procedures at the shift level. This includes but is not limited to the following tasks:
            i. Actual location of the incident
            ii. Brief description of the incident and report of conditions.
            iii. Designation of the individual assuming command and incident name.
- Assesses Incident Priorities. Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:
    a) Life Safety (first priority)
    b) Incident Stabilization (second priority)
    c) Property Conservation (third priority)
- Performs Size-Up. The Incident Command must perform an initial assessment of the situation, incident potential and resource status.
- Selects the Strategic Mode. Such operations are either an Offensive or Defensive mode.
- Defines strategic goals and establishes tactical objectives.
- Implements the Action Plan.
- Implements the accountability tag system. When necessary, keeps track of personnel on an incident by use of accountability tracking system.
- Staging. Implements incident staging when appropriate based on resources.
- Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:
    a) The status of the current situation.
    b) Resources committed to the incident and responding, as well as the present incident organizational structure.
    c) Assessment of the current effect of tactical operations.
- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Attends meetings and in-services as required. This includes but is not limited to the Town Safety Board meeting.
- On occasion, performs functions of higher ranking officers as assigned by the Chief.
- Performs all functional duties of firefighter and EMT when necessary (see the

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

firefighter/EMT job description).

- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Meet or exceed all State of Ohio requirements for a firefighter/EMT-B.
- Meet rank of Captain or Battalion Chief for minimum of one (1) year.
- Successfully completed National Fire Academy Courses dealing with health and safety.
- Completion of Command Officer Training classes.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e.: planning, organizing, directing, coordinating, and evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.
- Ability to work varying schedules.

LICENSING & CERTIFICATION REQUIREMENT:

1001 Firefighter Professional Qualifications- Firefighter I/II, 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator- Aerial, 1021 Fire Officer Professional Qualifications - Fire Officer II, Fire Service Instructor Professional Qualifications - Instructor II/III, 1521 Fire Department Safety Officer. High school diploma or equivalent.

Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines.

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

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 Fire Captain	STATUS Full time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full time and Part time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) fire captain functions as a *second-level* working supervisor responsible for management, direction, coordination, leadership, and evaluation of the actions of lieutenants, firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities or events of the assigned personnel. In the absence of the Battalion Chief, the captain assumes the duties of the Battalion Chief as the acting shift commander.

SCOPE:

Under the general supervision of a Battalion Chief, the fire captain supervises personnel and participates in the activities of a fire company; does related work as required in accordance with the Township's and department's policies and procedures, standard operating guidelines (SOGs) and applicable laws.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

Fire Captain

- The Fire Captain is responsible for the safety and well-being of the assigned personnel.
- Functions as a company officer of the engine, ladder or rescue company.
- Acts as relief for a superior officer as assigned.
- Conducts shift briefings.
- Works with the Battalion Chief on shift personnel assignments.
- Completes incident reports as required.
- Directs and coordinates training activities.
- Conducts public education activities and attends to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and insures that personnel follow department policies, procedures and SOGs.
- Any other duties as prescribed by the Battalion Chief, the Assistant Fire Chief, or Fire Chief.

Station Captain

In addition to the above, and through the management of subordinate first-level line supervisors on *all three shifts*, the station captain is *responsible for administrative oversight* of the facility, equipment, apparatus, and all activities pertaining to such within his or her assigned fire station. These activities include but are not limited to: planning, organizing, coordinating and directing community risk reduction activities, special operations, pre-incident planning, inventory, cleanliness, and maintenance of their assigned station, apparatus and equipment. Administrative oversight is defined as all non-emergency response issues. The station captain is responsible for all the same duties and responsibilities of a company officer (captain or lieutenant) as they relate to emergency response while on duty and assigned to a fire company.

POSITION TITLE Fire Captain	STATUS Full time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full time and Part time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing, spreadsheet, presentation and data base software, copy and fax utilities, phone, mobile phone, mobile and portable radios, and motorized vehicles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- A minimum of not less than three-years of continuous experience as a Fire Lieutenant with Colerain Fire & EMS.
- Must be authorized to drive and operate all department apparatus and vehicles.
- Must have successfully completed Fire Officer I and II training.
- Blue Card© Incident Command Certification.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

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

POSITION TITLE Fire Captain	STATUS Full time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full time and Part time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED

essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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** **DATE**

POSITION TITLE Fire Lieutenant	STATUS Full Time - Non-Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Fire Fighters	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Shift Lieutenant functions as a first level working supervisor responsible for management, direction, coordination, leadership, and evaluation of the actions of firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events of the assigned crews.

SCOPE:

The Shift Lieutenant is the station supervisor at Stations 25, 26, 102, 103, and 109.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The Lieutenant is responsible for the safety and well-being of his or her assigned crews.
- Functions as a Company Officer of the engine or ladder company at Station 25.
- Acts as relief for a superior officer as assigned.
- Assigned as the company officer at all stations.
- Conduct Shift Briefings.
- Work with the Station Captain on shift personnel assignments for Stations 25 & 26
- Complete incident reports as required.
- Direct and coordinate training activities
- Conduct public education activities and attend to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and ensures that personnel follow department rules and regulations.
- Any other duties as prescribed by the Shift Commander, Acting Shift Commander, and or the Assistant Chief of Operations.

MINIMUM EDUCATION & EXPERIENCE:

- Shall have at least five years of service with Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS).
- Must have functioned as an Acting Company Officer for a period of no less than 18 months.
- Must be authorized to drive and operate all department vehicles including Ladder 25.
- Must have successfully completed Fire Officer 1 (meets the intent of NFPA 1021).
- Minimum of twelve (12) hours of formal training in Fire ground Operations/Incident Command.
- Minimum of twelve (12) hours of formal training in Firefighting Tactics and Strategies.

Must be at current Hazard Materials Operations Level.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Colerain Fire & EMS policies and procedures.

POSITION TITLE Fire Lieutenant	STATUS Full Time - Non-Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Fire Fighters	**Minimum Education:** H.S. Diploma/GED

- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary Firefighting and EMS professions.
- Establish the command system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

LICENSING & CERTIFICATION REQUIREMENT:

- Valid Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio EMT –Paramedic Certification
- State of Ohio Fire or EMS Instructor Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

  The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

POSITION TITLE Fire Lieutenant	STATUS Full Time - Non-Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Fire Fighters	**Minimum Education:** H.S. Diploma/GED

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** **DATE**

POSITION TITLE Fire Safety Inspector	STATUS Full time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the roles and responsibilities of the Fire Safety Inspector.

SCOPE:

This role will assist in community risk reduction activities by means of performing a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal's Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid driver's license.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering

POSITION TITLE Fire Safety Inspector	STATUS Full time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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.

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Firefighter Paramedic functions as a line-level employee responsible for emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events typically assigned to firefighter and basic EMS operations.

SCOPE:

The Firefighter Paramedic may be stationed at any Colerain Firestation and will serve as a first responder to critical medical and fire related incidents.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Under supervision, career firefighter paramedics respond to fire incidents with an assigned company and assist in extinguishing fires in the protection of lives and property.
- Assist in cleaning and caring for apparatus, equipment and quarters.
- Administer emergency victim care by means of advanced life support and or basic life support
- Assist in rescue work in various emergencies
- May inspect buildings for fire and life safety hazards and compliance with fire and life safety codes.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to properly perform the following medical functions:
- Use medical equipment associated with the emergency medical service.
    - Evaluate vital signs.
    - Perform a complete patient assessment.
    - Properly manage a patient's airway.
    - Splint sprains and fractures.
    - Provide psychological first aid.
    - Obstetrics.
    - Control bleeding.
    - Perform CPR.
    - Perform equipment checks.
    - Initiate I.V.'s.
    - Initiate intraosseous I.V.'s.
    - Perform chest decompression.
    - Administer medications.
    - Establish an airway using an ET tube or other Supraglottic airway device (medic only).
    - Efficiently operate an AED

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Defibrillate and perform cardioversion.
- Perform a cricothyrotomy.
- Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
- Any other procedure included within the current Hamilton County protocol for EMT-P's and/or any procedure authorized by the department's Medical Director.

- At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, training and education, community risk reduction or fire administration.

MINIMUM EDUCATION & EXPERIENCE:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Candidates must be currently employed part-time with Colerain Fire & EMS at time of application or had been employed for at least two years with the Department and separated in "good standing" within the past 12 months.
- Must possess a valid State issued automobile driver's license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than 12 months prior to the assessment process.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

conditions of accident victims.

- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates' supervisors and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

LICENSING & CERTIFICATION REQUIREMENT:

- State of Ohio EMT –Paramedic certification
- State of Ohio Fire or EMS Instructor certification

PHYSICAL & MENTAL REQUIREMENT:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue settings.
- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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 **PRINT NAME** **Date**

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The primary function of a Colerain Township Firefighter is to protect the community from disaster and emergency situations, including house and building fires, and promote an environment of public safety within the Fire Department's response area. This position also participates in fire prevention and inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation, and Emergency Medical Services.

SCOPE:

The Firefighter Paramedic may be stationed at any Colerain Fire Station and will serve as a first responder to critical medical and fire related incidents.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Responds to fire alarms.
- Communicates clearly and effectively utilizing various types of radios.
- Wears a self-contained breathing apparatus, fire gear, protective head gear and other gear that may weigh over twenty-five pounds or more, for long periods of time during fire and EMS operations.
- Fire suppression and all fire suppression operations.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responds to and renders assistance in all emergency situations.
- Cleans and inspects equipment and apparatus after returning from a fire, prior to the start of shift, or as the job requires.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment and grounds in a clean and orderly condition.
- Participates in training activities and instructional sessions.
- Acquires and retains a thorough knowledge of the township including streets, buildings, water supply, unusual hazards and related items.
- Performs all work duties and activities in accordance with Colerain Township and Colerain Fire Department’s, policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions.
- Adheres to responsibilities concerning safety and injury prevention.
- Performs various public information or educational tasks and activities at local schools, churches, and other public venues which may include education in the arena of both fire and EMS.
- Respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues, that include high angle, below grade, swift water, trench and collapse rescues.
- Works with Social Services in areas related to emergency and non-emergency response, by assisting victims and relatives of victims of traumatic events, drug addiction, emergency and non-emergency senior care; psychiatric care, and community risk reduction activities as necessary.
- Works with other agencies such as the Health Department, Police Department, and local

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

Hospitals to ensure resident safety in the home.

- Respond to medical and or traumatic emergency calls and provide basic medical or advanced treatment as required.
- Communicates with local hospitals and other healthcare providers for the continuity of patient care.
- Completes patient care reports for every patient as outlined in the Ohio Revised Code, Colerain Fire Department's Policies and Procedures Manual, and per the general standard of care expected of each employee.
- Adheres to the Southwest Ohio Medical Protocols and keeps a working knowledge of the protocol during update periods through training and education.
- Maintains a high level of understanding and knowledge of emergency medicine, emergency care, and all EMS operations, while having the desire to continue to learn new techniques, medical treatments, and any other continuing education as the job requires.
- Performs all job duties and functions that are expected under the auspices of the Ohio EMT and/or Paramedic Scope of Practice, and performs under the direction of the Southwest Medical Protocols that have been established.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Must possess a valid State issued automobile driver's license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than 12 months prior to the assessment process.
- State of Ohio EMT –Paramedic certification
- State of Ohio Fire or EMS Instructor certification

PHYSICAL & MENTAL REQUIREMENT:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue settings.
- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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 Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The primary function of a Colerain Township Paramedic is to respond to medical or traumatic emergencies and deliver exceptional care to patients, while protecting the community by promoting an environment of public safety within the fire department's response area.

SCOPE:

Providing emergency medical services require an individual to work under long, intense, fatiguing, and highly dangerous and stressful conditions. It is essential that the candidate is capable of carrying out the below listed functions associated with the duties of pre-hospital care in a prompt and efficient manner.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of operating a computer.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Shall have the ability to properly perform the following medical functions:
    - Use medical equipment associated with the emergency medical service.
    - Evaluate vital signs.
    - Perform a complete patient assessment.
    - Properly manage a patient’s airway.
    - Splint sprains and fractures.
    - Provide psychological first aid.
    - Obstetrics.
    - Control bleeding.
    - Perform CPR.
    - Perform equipment checks.
    - Initiate I.V.’s.
    - Initiate intraosseous I.V.’s.
    - Perform chest decompression.
    - Administer medications.

POSITION TITLE Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Establish an airway using an ET tube or other Supraglottic airway device.
- Efficiently operate an AED
- Defibrillate and perform cardioversion.
- Perform a chricothyrodomy.
- Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
- Any other procedure included within the current Hamilton County protocol for EMT-P's or any procedure authorized by the department's Medical Director

- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- Advanced Cardiac Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- Basic Life Support (BLS).
- Incident Command System (ICS) and National Incident Management System (NIMS).
- ICS-100: Introduction to the Incident Command System.
- ICS-200: ICS for Single Resources and Initial Action Incidents.
- Independent Study(IS)-700: NIMS, An Introduction.
- IS-800: National Response Framework, An Introduction.
- Valid state of Ohio Paramedic.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

POSITION TITLE Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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 Code Enforcement Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $40,500 - $61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of Code Enforcement Officer reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections, communications, and follow up on nuisance, property maintenance, and zoning enforcement issues.

SCOPE:

Under the supervision of the Director of Planning and Zoning this position:

- Investigates and enforces the provisions of the Township Zoning Resolution, the Township Property Maintenance Code, and the Ohio Revised Code with regard to nuisance;
- Works to ensure the public health, safety, and welfare of the community;
- Identifies repeat nuisance properties and their owners;
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form;
- Communicates clearly and regularly with the Director of Planning and Zoning and residents of the Township in a professional and courteous manner;
- Coordinates with Township Staff and contractors regarding the abatement of nuisance properties.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Maintain organized documentation to assist in management of the abatement and assessment process and coordinate with the Auditor's Office to ensure all property tax assessments are placed on the property tax bill.
- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Investigate and enforces nuisance and property maintenance violations.
- Conduct field inspections, document violations, and prepare violation orders, notices, and reports.
- Work with property owners to achieve compliance on nuisance properties.
- Investigate possible nuisance and property maintenance violations in response to public complaints and/or those observed while in the field.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Director of Planning and Zoning with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Investigate and process possible nuisance violations.
- Prepares documents for Housing Court, Civil Court, or other relevant forms of enforcement and attends related court cases.
- Coordinates with other internal Township Departments and external governmental agencies to develop an approach that ensures compliance on properties with issues that expand beyond Zoning purview.
- Assists the department with communications to and builds relationships with various neighborhood groups and other community oriented organizations.
- Complete other tasks as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high

POSITION TITLE Code Enforcement Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $40,500 - $61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. The ability to obtain an AICP certification is preferred. Professional certification in property maintenance and enforcement helpful but not required. High school diploma or GED equivalent. A bachelor's degree in Urban Planning, Urban Studies, Geography, or related field is preferred

PHYSICAL & MENTAL REQUIREMENT:

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files and occasionally lifting (must be able to list up to 25 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. These external locations may not be graded, and may not be easily accessible.

Regular and predictable attendance as established by Administration.

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 Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

PURPOSE:

The Police Chief has the overall responsibility to lead, direct, and manage all activities of the Township's police department.

SCOPE:

The Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the protection of lives and property in Colerain Township through the supervision of all police functions. The Chief of Police is a Township employee who serves in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policy established by the Board of Trustees with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Chief of Police must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promptly execute all lawful directives of the Township Administrator and the Board of Trustees.
- Submit required reports to the Township Administrator and the Board of Trustees that clearly depict conditions and police actions within the requested time periods.
- Organize, direct and control all resources of the Department to ensure that:
  - The Department engages in the most efficient discharge of its duties to preserve the peace, protect persons and property, and enforce the criminal laws of the State of Ohio.
  - New techniques are developed or adopted to improve the Departments' effectiveness in the discharge of primary police obligations.
  - There is adequate analysis, planning and preparation to determine the need for development of facilities to fulfill future Department requirements.
  - Ensure estimated annual budgets are prepared and presented to the Township Administrator and the Board of Trustees.
- Ensure available resources are converted into maximum effective police service.
- Develop an organizational structure with professional standards and sound span-of-control principles to ensure the following:
  - A staff of supervisory officers is created and maintained who meet periodically to discuss and resolve current problems, establish policy, and disseminate information to assure operational efficiency;
  - Related activities are integrated under control of intermediate supervisors, holding them accountable for effective conduct of such activities;
  - Awareness of all affairs of the Department to ensure that the duties of subordinates are properly discharged;
  - Thorough investigation of all cases of alleged or apparent misconduct by Department personnel, with appropriate action taken.
  - Recognition of outstanding performance by Department employees through

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

various techniques and programs; and

- Adequate and progressive employee training is organized and conducted to achieve maximum efficiency.

- Assist the Township Administrator and the Board of Trustees in developing acceptable standards and procedures to recruit, select and promote Department employees.
- Plan and execute a police service program, with modifications to combat current trends supported by analysis of records and reports, designed to ensure the following:
  - Prevention and suppression of crime.
  - Apprehension and prosecution of offenders.
  - Recovery of property.
- Develop and conduct an effective, professional public relations program to ensure.
  - Public confidence is encouraged.
  - Accurate interpretation of police policies and objectives are presented to Department personnel, the press, and the public.
  - Work for the enactment and strengthening of laws for the restraint of criminal activities.
- Establish procedures to comply with provisions of Section 5149.01, Ohio Revised Code, governing establishment and conduct of Criminal Identification procedures.
- Maintains productive relationships between the Department and other governmental agencies and private organizations, especially those concerned with traffic, crime prevention and the administration of justice to further the goals and objectives of the Department.
- Maintain an active alliance with professional police authorities and participate in programs to ensure the mutual improvement of proficiency in combating crime and traffic problems.
- Report promptly to other Township personnel any important matters falling within their jurisdiction.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Coordinate Department representation or represent the Department at any community function in a professional manner to ensure a positive and professional image of the Department.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- 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.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Township Administrator or Board of Trusteees.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills, leadership, employee motivation, and an advanced knowledge of current law enforcement strategies. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community- oriented policing philosophy, significant labor-management experience, and grant funding.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- The normal office hours for the Chief of Police are 8:00 a.m. to 4:00 p.m., Monday through Friday, and the normal workweek shall be 40 hours. However, given the nature of the position, the Chief of Police will be expected to put in whatever hours are necessary to effectively perform his duties, without expectation of additional

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

compensation. It is the employee's obligation to have regular and predictable attendance.

- Ability to get along with other employees.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Extensive command and executive level experience combined with specialized training such as the F.B.I. National Academy, Ohio Peace Officer Training Academy (OPOTA), Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC.) and four-year degree from an accredited college/university. Should have a minimum of five to seven years of experience.
- Bachelor's degree from an accredited college or university required. A Master's degree preferred.

PHYSICAL & MENTAL REQUIREMENT:

- Chief must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards and undergo training in the proper use of Standard Police Equipment such as, but not limited to, handcuffs, IMPACT weapon, TASER, mace, police communication equipment, personal computers, gun belt, flashlight and operate a police vehicle under routine and emergency conditions within local and state laws.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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. The noise level in the work environment is usually quiet.

EMPLOYEE ACKNOWLEDGEMENT:

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POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000 - $140,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

SIGNATURE **PRINTED NAME**

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

PURPOSE:

The position of the Support Services Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Township Police Department.

SCOPE:

The Support Services Commander provides direct supervision of the support function and serves as a liaison between the Support Services Division, Investigative Unit, the Traffic Unit, the School Resource Officers, the Neighborhood Resource Officers, the Bicycle Unit, and civilian staff. The Support Services Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Support Services Commander must be able to assume command in the absence of the Chief of Police.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Support Service Commander must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over the Patrol Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
    a) Shift selections.
    b) Maintaining minimum staffing levels.
    c) Ensure annual evaluations are completed.
    d) All support functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police for the efficient operation of the Department in conformity with established policies and procedures.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparing for collective bargaining and participate in negotiations as the chief's designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a. Training Personnel.
    b. Prevention and suppression of crime.
    c. Protection of life and property.
    d. Apprehension and prosecution of offenders.
    e. Preservation of the peace.
    f. Enforcement of regulatory measures.
- Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- In the absence of the Chief of Police, conduct investigations of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- Periodically inspect subordinates' uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct weekly examinations of the arms, ammunition, belts and holsters of assigned personnel, promptly correcting and reporting defects.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Coordinate Department representation or represent the Department at the request of the Chief of Police at any community functions in a professional manner to ensure a positive and professional image of the Department.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
- Shall maintain harmonious relations with other segments of the Department, allied agencies and the public.
- Shall assist in the development of special and ongoing programs.
- Shall keep the Chief of Police aware of potential police/community problems and potential solutions.

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- Shall develop and coordinate special projects as directed by the Chief of Police.
- Shall be responsible for the overall care and maintenance of the building and all equipment assigned herein.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) and two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of two years' experience as a police sergeant.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

PURPOSE:

The position of the Patrol Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Police Department.

SCOPE:

The Patrol Commander provides direct supervision of the overall patrol function, and serves as a liaison between the two patrol shifts and the Chief of Police. The Patrol Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Patrol Commander must be able to assume command in the absence of the Chief of Police.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Patrol Commander must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over the Patrol Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
    a) Shift selections.
    b) Maintaining minimum staffing levels.
    c) Ensure annual evaluations are completed.
    d) All patrol functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police for the efficient operation of the Department in conformity with established policies and procedures.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparation for collective bargaining and participate in negotiations as the chief's designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Training personnel.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

b) Prevention and suppression of crime.
c) Protection of life and property.
d) Apprehension and prosecution of offenders.
e) Preservation of the peace.
f) Enforcement of regulatory measures.

- Develop working relationships with front line agents of the other service agencies to accelerate the response to neighborhood problems by cutting through bureaucratic red tape.
- Use various news media (television, radio and print - special emphasis on local newspapers) to keep citizens informed, announce new programs and initiatives and celebrate successes.
- Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- In the absence of the Chief of Police, conduct an investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- Periodically inspect subordinates' uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.
- Inspect and brief all subordinates who begin a shift during his/her tour of duty.
- Report any instance of unfitness detected at inspection or during his/her tour of duty.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct weekly examinations of the arms, ammunition, belts and holsters of assigned personnel, promptly correcting and reporting defects.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Coordinate Department representation or represent the Department at the request of the Chief of Police at any community function in a professional manner to ensure a positive and professional image of the Department.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
- Shall keep the Chief of Police aware of potential police/community problems and potential solutions.
- Shall develop and coordinate special projects as directed by the Chief of Police.
- Maintain acceptable standards of conduct
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability of get along with other employees.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) and two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of two years of experience as a police sergeant.

PHYSICAL & MENTAL REQUIREMENT:

- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officer must operate emergency vehicles under stressful conditions.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

PURPOSE:

The position of the Investigative Services Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Township Police Department.

SCOPE:

The Investigative Services Commander provides direct supervision of the investigative function and serves as a liaison between the Investigative Unit, Patrol Division and Support Services Division. The Investigative Services Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Investigative Services Commander must be able to assume command in the absence of the Chief of Police.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department the Investigative Services Commander must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over the Investigative Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
    a) Shift selections.
    b) Maintaining minimum staffing levels.
    c) Ensure annual evaluations are completed.
    d) All investigative functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police for the efficient operation of the Department in conformity with established policies and procedures.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparing for collective bargaining and participate in negotiations as the chief's designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

responsibility, providing for:

a. Training Personnel.
b. Prevention and suppression of crime.
c. Protection of life and property.
d. Apprehension and prosecution of offenders.
e. Preservation of the peace.
f. Enforcement of regulatory measures.

- Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- In the absence of the Chief of Police, conduct investigations of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- Periodically inspect subordinates' uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct weekly examinations of the arms, ammunition, belts and holsters of assigned personnel, promptly correcting and reporting defects.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Coordinate Department representation or represent the Department at the request of the Chief of Police at any community functions in a professional manner to ensure a positive and professional image of the Department.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
- Shall maintain harmonious relations with other segments of the Department, allied agencies and the public.
- Shall assist in the development of special and ongoing programs.
- Shall keep the Chief of Police aware of potential police/community problems and potential solutions.
- Shall develop and coordinate special projects as directed by the Chief of Police.
- Shall be responsible for the overall care and maintenance of the building and all

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

equipment assigned herein.

- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) and two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of two years' experience as a police sergeant.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $100,000 - $120,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES Code Enforce., Environmental Crime Investigator	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Administrative Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

SCOPE:

The Administrative Sergeant provides direct supervision of the specialized units. The Administrative Sergeant is responsible for the daily operations of each unit's activities. The Administrative Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Administrative Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, within the Township, the general duties common to all police sergeants assigned to Patrol.
- Develop collaborative working relationships with other supervisors in the Township to help them understand their role and involvement with Community Policing and problem solving initiatives.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) in the Township
- Network with other service agencies to contribute to problem solutions. This would include local government departments, social services, other public and private agencies and so forth.
- Represent the Department at community meetings, keeping the citizens informed of Police Department policies and activities that affect them.
- Share crime statistics and trends with the citizens of the Township.
- Give presentations on Community Policing, upon request, to neighborhood groups, service agencies, business groups, schools and so forth.
- Work hours varying to meet the needs of the citizens and Police Department.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES Code Enforce., Environmental Crime Investigator	**Minimum Education:** Associate's Degree

- Continually review and inspect subordinates appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.
    b) Protection of life and property.
    c) Apprehension and prosecution of offenders.
    d) Preservation of the peace.
    e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- When on first shift, at the second and fourth Sunday of each month, inspect, or delegate, the thorough inspection of each vehicle in the Department to ensure cleanliness and good working order, promptly reporting in writing every instance of damage, neglect or improper use.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate.

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES Code Enforce., Environmental Crime Investigator	**Minimum Education:** Associate's Degree

- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.
- A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES Code Enforce., Environmental Crime Investigator	**Minimum Education:** Associate's Degree

Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

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 Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Investigative Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

Investigative Sergeant provides direct line supervision and is responsible for the daily operations of the Investigative Unit. Investigative Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Investigative Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversees and performs various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Investigates any and all cases assigned by the Support Services Commander, or Chief of Police, including but not limited to, any criminal offense not closed by arrest at the time of occurrence to ensure a complete, thorough, timely investigation.
- Develops and manages all Confidential Informants, as well as maintaining complete and accurate reports and records pertaining to same to aid in obtaining information for the investigation and successful prosecution of offenders.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Oversees and maintains and processes any and all evidence that has been turned over and utilizes those resources available from other departments that would aid in enhancing the value of the evidence within 72 hours.
- Responds and assists other investigative units that request assistance such as Ohio Department of Public Safety (Liquor Control), DART, Cincinnati Police Street, Corner, Hamilton County Regional Enforcement Narcotics Unit (RENU), or any other additional law enforcement agency requesting assistance, while maintaining a professional attitude and image.
- Oversees and maintains complete and concise case files neatly and accurately prepared that will help ensure proper court presentation and reflect positively on the department as a whole.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

    b) Conduct meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things,
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.
    b) Protection of life and property.
    c) Apprehension and prosecution of offenders.
    d) Preservation of the peace.
    e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a routine basis to ensure delivery of professional law enforcement services.

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

- Observe and impartially report to the Support Services Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniformed Patrol Officer, Detective, Special Investigative Unit, Traffic Safety Officer. -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to the Investigative Sergeant.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies related to vice and narcotics investigations. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and other documents such as safety rules. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

year as a Colerain Police Officer.

- A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

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 Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Patrol Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

Patrol Sergeants provide direct line supervision and are responsible for the daily operations of a shift. Patrol Sergeants must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Patrol Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Patrol Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Patrol Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.
    b) Protection of life and property.

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

c) Apprehension and prosecution of offenders.
d) Preservation of the peace.
e) Enforcement of regulatory measures.

- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Patrol Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Patrol Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oenself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.

- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

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.

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

SIGNATURE **PRINTED NAME**

POSITION TITLE Detective	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Investigative Sergeant, the primary responsibility of the Detective is to follow up assigned cases.

SCOPE:

The Detective will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Detective must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform other related duties as required.

CRITICAL SKILLS / EXPERTISE:

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Upon selection the detective must successfully complete the following basic investigative training: Interview and Interrogation; Basic Criminal Investigations; and Techniques of Evidence Collection and Preservation.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies.
- Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity.
- Ability to solve practical problems and deal with a variety of concrete variables in

POSITION TITLE Detective	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 School Resource Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of the School Resource Officer is to provide necessary police services in and around school property located in Colerain Township.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Resource Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The primary function of the School Resource Officer (SRO) is to enforce the law.
- Provide necessary police services in and around school property, while providing protection of the school staff, students, and property.
- Have primary accountability to the Administrative Sergeant.
- Establish a liaison with school personnel in a cooperating effort to prevent juvenile delinquency.
- Maintain a working relationship with all Department personnel, especially personnel in which their schools are located.
- Thoroughly investigate all incidents coming to his/her attention and make appropriate reports.
- Create a readable copy of all such reports to be made and forwarded to supervision for review.
- Keep the Administrative Sergeant thoroughly advised of all incidents coming to the SRO's attention. Extraordinary incidents are to be immediately reported.
- Deliver presentations to school personnel as requested.
- Perform other duties as directed by the police department and/or school administration.
- Prioritize and promptly respond in a safe manner to dispatched calls related to the schools and requests for assistance from other jurisdictions to ensure that:
    a) The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
    b) Miscellaneous calls for service are handled in a professional and timely manner (e.g., assisting motorists in "lockout" situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.).
- Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.

POSITION TITLE School Resource Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

POSITION TITLE School Resource Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE District Detective	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of the District Detective is to follow up assigned cases, collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

SCOPE:

The District Detective will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a District Detective must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform other related duties as required.

CRITICAL SKILLS / EXPERTISE:

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Upon selection the detective must successfully complete the following basic investigative training: Interview and Interrogation; Basic Criminal Investigations; and Techniques of Evidence Collection and Preservation.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies.
- Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity.

POSITION TITLE District Detective	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE District Detective	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol Officers is to protect the lives and property of the people of the Colerain Township.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

Uniformed Patrol Officer of Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests.
- Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community.
- Utilize highly-visible patrol techniques.
- Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
- Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers.
- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary.
- Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street.
- Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
    a. The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
    b. Miscellaneous calls for service are handled in a professional and timely manner,

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

e.g., assisting motorists in "lockout" situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.

- Conduct preliminary investigations at the scene of incidents to which the officer is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.
- Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as minor first aid, tow service, and traffic direction to alleviate hazardous road conditions.
- Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.
- Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.
    a. Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.
- Properly collect, prepare and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally-mandated chain of custody, while protecting the integrity of the evidence.
- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.
- Act within the use of force continuum when defending oneself and others from physical assault.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.
- Transport all prisoners within established guidelines, being vigilant to prisoner's rights under local, state, and federal guidelines.
- Serve outstanding subpoenas or warrants as required.
- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments and investigations as assigned.
- Assist in the execution of the Department's programs for:
    a. Improving efficiency and cooperation in areas of common responsibility
    b. Advancing the public relations program for promoting public confidence and

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

support; and

c. Proper and economical use of Department property and equipment.

- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
  a. Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
  b. Review offense reports and supplementary report on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
  c. Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

correspondence. Ability to speak effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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.

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol Officers is to protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment. The Canine Patrol Officer is tasked with many other duties to include tracking suspects, locating lost property or evidence, conducting public speaking engagements, ongoing training and crowd control.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Patrol Officers, including the canine officer, of Colerain Police Department must perform each of the following tasks:

- Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests.
- Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community.
- Utilize highly-visible patrol techniques.
- Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
- Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers.
- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary.
- Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street.
- Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
    a. The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

   b. Miscellaneous calls for service are handled in a professional and timely manner, e.g., assisting motorists in "lockout" situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.

- Conduct preliminary investigations at the scene of incidents to which the officer is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.
- Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as minor first aid, tow service, and traffic direction to alleviate hazardous road conditions.
- Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.
- Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.
   a. Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.
- Properly collect, prepare and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally-mandated chain of custody, while protecting the integrity of the evidence.
- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.
- Act within the use of force continuum when defending oneself and others from physical assault.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.
- Transport all prisoners within established guidelines, being vigilant to prisoner's rights under local, state, and federal guidelines.
- Serve outstanding subpoenas or warrants as required.
- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments and investigations as assigned.
- Assist in the execution of the Department's programs for:
   a. Improving efficiency and cooperation in areas of common responsibility

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

   b. Advancing the public relations program for promoting public confidence and support; and
   c. Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
   a. Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
   b. Review offense reports and supplementary report on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
   c. Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. Canine officers are required to complete an OPOTA certified canine training program before working as a canine officer.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Public Safety Administrative Assistant	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Public Safety Administrative Assistant performs a wide variety of administrative and fiscal day-to-day tasks and operations in order to assist in the success of the Police Department, Fire Department, and Finance.

SCOPE:

Under the general supervision of the Chief of Police, the Administrative Assistant performs a wide variety of administrative, secretarial, fiscal, and clerical activities related to the day-to-day operation of the police, fire, and finance departments. This position will work closely with staff of all three of these departments.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Perform written communication assignments for the Police and Fire Chief, with a moderate degree of speed and accuracy, making corrections for spelling, grammar, punctuation, and format errors. Fact checking and proofreading of same completed by staff.
- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, press releases, ceremonies, notices, articles, and other materials requested by the Chief, and others authorized by the Chief. Maintain police and fire department administrative files.
- Compile information necessary to prepare reports and summaries requested by the Chief.
- Handle telephone and in person inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Assist Police Clerks by answering incoming telephones and routing calls to appropriate employees in a courteous and professional manner, and greeting public inquiries.
- Perform miscellaneous assignments as directed by the Chief.
- Attend meetings and staff meetings as required by Chief and represent the department in a professional manner.
- Provide clerical support to members of the fire and police department as needed.
- RCIC, LEADS, and NCIC terminal operator, assist in entering and maintaining warrants and records of police department.
- Maintain, update, and file department inventory.
- Maintain and order office supplies.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation. Back up civilian staff as needed.
- Maintain Compensatory time files, postings, rebuilding files annually, biannual (police) and annual (fire) cash in.
- Maintain DEA DAG orders – submission, annual filing and audits.
- Police department grant filing reporting and submissions – ODJ Vest Grants, state vest grants and other grants.
- ODJ Invoicing and Audits – FBI, DEA & US Marshal.
- Payroll Posting, Billing and Audit for contracts with outside agencies and businesses.
- Police and fire posting, billing and audit of QRT Grant.
- Assist in Police Selection Process and Fire Recruit Class Process.

POSITION TITLE Public Safety Administrative Assistant	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Wage Changes for Public Safety personnel.
- Tow Lot monthly Reconciliation and reporting, payment to tow companies.
- Rental billing and reconciliation (YWCA).
- Maintain Police Department Rosters/Squads/Anniversaries/Telephone Directories.
- Scan records to Onbase for personnel files.
- Provide CALEA proofs to manager, control receipts to CALEA standards.
- Document storage and destruction of records, public records requests and redactions.
- Maintain police department covert plates records.
- Emergency information sheets and book preparation.
- Critical Incident Response Team and Missing Persons Team Squad Scribe.
- Create employee payouts for terminated/resigned/retired public safety employees.
- Fingerprint/BCI/FBI for Public Safety related training, courses and fireworks event staff.
- Plan, organize, process and manage, township financial records all facets consistent with township policy, collective bargaining agreements and Ohio Revised Code.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Prepares periodic financial, statistical or operational reports as assigned.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer's payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.
- Provides monthly appropriation status reports to staff officers. Requests appropriation and income information from fiscal officer. Reconciles department financial information with fiscal officer's information. Works with fiscal officer's staff to resolve discrepancies. Prepares appropriation transfers when needed.
- Assists the Fire and Police Chief with the preparation of the preliminary, temporary, and permanent appropriations budgets.
- Processes all employee payroll information including shift logs, training, special duty and extra pay situations. Responsible for final accuracy and approval of payroll before processing by fiscal officer. Resolves payroll problems and discrepancies for employees. Responsible for pay rate changes for all employees including implementation of contract step rates. Prepares pay journals and pay rate change requests for Fire Chief for Board meetings.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

POSITION TITLE Public Safety Administrative Assistant	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** $45,000 - $67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or GED equivalent, and at least two years' office experience to include use of word processing software.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions 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 Civilian Supervisor	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $40,500 - $61,000
SUPERVISES Clerks, Accreditation Mngr., Impound Lot Clerk	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Civilian Supervisor performs a wide variety of administrative tasks to support the day-to-day operation.

SCOPE:

Under the general supervision of a lieutenant and the Chief of Police, the Civilian Supervisor performs a wide variety of administrative, secretarial and clerical activities related to the day-to-day operation of the Colerain Police Department. The civilian supervisor is also tasked with the general supervision of the civilian employees to include conducting evaluations, providing guidance and scheduling.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Serves as the missing persons scribe.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Provide supervision to civilian employees to include conducting evaluations and scheduling.

POSITION TITLE Civilian Supervisor	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $40,500 - $61,000
SUPERVISES Clerks, Accreditation Mngr., Impound Lot Clerk	**Minimum Education:** H.S. Diploma/GED

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- At least two years of office experience to include use of word processing software, ECLEAR, RCIC, LEADS and NCIC operator.
- High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Employee will use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions 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

POSITION TITLE Civilian Supervisor	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $40,500 - $61,000
SUPERVISES Clerks, Accreditation Mngr., Impound Lot Clerk	**Minimum Education:** H.S. Diploma/GED

description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Accreditation Manager	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 – $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of the Accreditation Manager reports directly to the Administrative Sergeant and will be responsible for performing analytical and administrative work with minimal supervision.

SCOPE:

Emphasis is on planning and coordinating accreditation activities assigned by the Chief of Police. The Accreditation Manager will be encouraged to make independent judgments and decisions based on analytical and innovative thinking. Performance in this job is through conferences, reports, analyses, methodology, and levels of success accomplishing the accreditation goals of the Colerain Police Department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the requirements of a police clerk, the Accreditation manager must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform miscellaneous assignments as directed by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals,

POSITION TITLE Accreditation Manager	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 – $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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

POSITION TITLE Accreditation Manager	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 – $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Property Room Manager	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the general supervision the Civilian Supervisor and Support Services Commander, primary responsibility of the Property Room Manager is to oversee the property operations to include intake, transfer and release of property, conduct inspections of the property room as directed and provide customer service to those seeking the release of their property.

SCOPE:

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Property Room Manager must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Sort, separate, copy and route the various types of reports and other documentation submitted by police officers daily.
- Track all property under the Department's control.
- Enter data of all property activity into the in-house computer system.
- Maintain department records in an orderly manner.
- Inspect every piece if submitted property to ensure proper labeling and packaging.
- Safeguard any found property.
- Locate, retrieve, copy and disseminate records upon request.
- Inspect the property room on a daily basis, prepare inspection reports.
- Retrieve statistical data from the department's in-house computer system for administrative reporting and analysis.
- Assist the citizens by answering phone calls and assisting with personal inquiries.
- Purchase office and property room supplies when necessary.
- Release property to the owner after all legal requirements have been met.
- Responsible to retain records relating to the police department accreditation effort.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference,

POSITION TITLE Property Room Manager	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent and at least two years' office experience to include use of word processing software. A valid state driver's license. Must be bondable. The Property Room Manager must successfully complete the State of Ohio Property Management course.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

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 Police Clerk	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the general supervision of a sergeant and the Chief of Police, the Police Clerk performs a wide variety of administrative tasks.

SCOPE:

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of

POSITION TITLE Police Clerk	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

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 School Safety Officer	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of all School Safety Officer is to provide a safe school environment, free from crime, drug abuse, and violence.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Safety Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The primary function of the School Safety Officer (SSO) is to provide physical security in the school.
- Provide necessary safety services in and around school property, while providing protection of the school staff, students, and property.
- Have primary accountability to the Administrative Sergeant.
- Maintain a working relationship with all Department personnel, especially personnel in which their schools are located.
- Thoroughly investigate all incidents coming to his/her attention and make appropriate reports.
- Create a readable copy of all such reports to be made and forwarded to supervision for review.
- Keep the Administrative Sergeant thoroughly advised of all incidents coming to the SSO's attention. Extraordinary incidents are to be immediately reported.
- Perform other safety-related duties as directed by the police department and/or school administration.
- Prioritize and promptly respond in a safe manner to dispatched calls related to the schools to ensure that the investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure.
- Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance

POSITION TITLE School Safety Officer	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification and eligible for certification or a qualified, retired law enforcement officer as defined in "The Law Enforcement Officers' Safety Act".

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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

POSITION TITLE School Safety Officer	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Police Clerk (PT)	STATUS Part time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the general supervision of a sergeant and the Chief of Police, the Police Clerk performs a wide variety of administrative tasks.

SCOPE:

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of

POSITION TITLE Police Clerk (PT)	STATUS Part time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Public Information Officer	STATUS Contract
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

PURPOSE:

Under the direct supervision of the Chief of Police (administratively), the primary responsibility of the Public Information Officer is to act as a liaison between the Colerain Police Department and the media.

SCOPE:

The Public Information Officer will continually build and maintain an attitude of cooperation and mutual respect between the department, citizens, and the media.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Public Information Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The hours of duty shall be varied, the PIO shall be available for emergency duty in cases of special need.
- Shall respond punctually to all assignments.
- Shall promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.
- Shall ensure the prompt submission of all required and special reports.
- Shall assist in enforcing the administration of the Department's programs for:
  - Developing positive programs to bring about a better understanding and improved cooperation with the community.
  - Developing policies and procedures as related to the police community relations and media relations for the Department.
  - Participating directly in the development of positive media relations within all outside police agencies.
  - Developing programs for inclusion in in-service training programs.
  - Develop and promote recruitment programs.
- Shall act as the official Police Department spokesperson.
- Shall represent the Police Department at public events/funerals.
- Shall coordinate the activities of the Department in furnishing necessary speakers and personnel to provide media interviews.
- Shall conduct periodic meetings with media outlets and solicit improvements to the Police Department's media relations plan.
- Shall cooperate with all news media and media committees in presenting the police function to the public in its true perspective.
- Shall work to promote the Department through the dissemination of information within the Department and the community.
- Shall monitor and administrate Police Department social media sites along with the social media officer.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

POSITION TITLE Public Information Officer	STATUS Contract
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

CRITICAL SKILLS / EXPERTISE:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- The PIO must participate in the Police Department annual "in-service" training.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership and communication skills. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public and police officers.
- Must have ability to defend one-self. Employee may rarely become involved in physical confrontation up to and including life-threatening situations.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High School diploma or equivalent. They shall possess a valid driver's license and must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, 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. Must be able to walk on foot over rough terrain at varying degrees of slope.

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Public Information Officer	STATUS Contract
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

POSITION TITLE Event Coordinator	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree

PURPOSE:

The Event Coordinator will develop, manage, promote and implement activities, classes, services and events for individuals and groups under the supervision of the Director of Public Services.

SCOPE:

The Event Coordinator will perform all duties in a positive and professional manner, providing smooth operation of the Community Center while promoting a warm and welcoming atmosphere. The Coordinator will be expected to supervise special events as directed outside of the normal weekday schedule as needed.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Programming:
  a) Develop, manage, promote, and implement a variety of activities, classes, services and events.
  b) Attends, leads and supervises programming, while assessing the needs and interests of the community.
  c) Provide appropriate and safe leisure/lifestyle choice opportunities, new program ideas, and administer within guidelines.
  d) Budget, schedule, manage performance of vendor contracts/ staff/ sponsors/ speakers associated with programs, and procurement of supplies.
  e) Oversee and recruit program volunteers.
  f) Research available funding and sponsorship and serve as the community liaison by arranging cooperative programming initiatives, meetings, reports and presentations.
- Marketing:
  a) Submit to Director for approval all press releases, flyers, inserts, class descriptions, newsletters and program calendars.
  b) Post information on social media and website.
  c) Donation and sponsor recruitment.
  d) Showcase, display, and actively promote the Community Center, Parks, and Shelters.
- Reception/Administrative:
  a) Serve as the first line of interaction with clients, volunteers, visitors, and vendors via phone and email.
  b) Provide program tours to potential and new clients.
  c) Conduct introductions/orientation and assists with client registration, appointments, memberships, and ticket sales.
- Building Supervision:
  a) Monitors the facility, equipment, and supplies.
  b) Enforces a safe, clean, and appropriate environment.
  c) Coordinates scheduling, building security, and clean up while cooperatively working with attendants for setups.

CRITICAL SKILLS / EXPERTISE:

- Experience in working with a variety of age groups.
- Knowledge in a variety of programs.
- Enthusiastic, confident and creative.
- Excellent organizational skills and detail-oriented.

POSITION TITLE Event Coordinator	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree

- Strong oral and written communication skills.
- Computer skills required which may include My Senior Center, the Microsoft Office Suite, and social media platforms.
- Computer skills desired include Illustrator/Photoshop/Savvy.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

An associate's degree with the ability to obtain CPR and AED certification. Bachelor's degree preferred. 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.

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Facility Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $50,750 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

This position will be responsible for ensuring that basic facilities and related utilities, such as water, electrical, mechanical, and heating, are well-maintained and properly serviced. In addition, this role will fill any identified gaps in long term facility planning and building capital improvements for the Township.

SCOPE:

The person in this position must work collaboratively with each department head or their designee in completing the aforementioned responsibilities where applicable. The Facility Manager is responsible for managing the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs. This position will be responsible for all Township facilities including: 4160 Springdale Road, 4200 Springdale Road, 4300 Springdale Road, all Fire Stations, Training Center, and Fire Tower.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Oversee the preventative maintenance and repairs for critical building systems, including:
  - Pest Control
  - Elevator
  - Generators
  - Boilers
  - Backflow preventers in buildings
  - Building equipped fire suppression equipment (e.g., kitchen hoods, sprinkler systems, fire extinguishers, etc.)
  - Irrigation
  - HVAC
  - Roofs
  - Facades
  - Gutters
  - Others
- Serves as the direct point of contact for all facility work orders, and performs minor repairs to electrical, plumbing, and HVAC equipment as required.
- Serves as Township's representative for facility improvements not under the control of specific department heads.
- Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
- Plans, budgets and schedules facility modifications.
- Inspects construction and installation progress on facility related projects.
- Initiates planned maintenance programs for a variety of building systems.
- Responsible for developing and administering the facilities master plan, this will include a condition assessment of all major building components and structures.
- Develops and administers various preventative maintenance, emergency repair, and general trades contracts on behalf of the Township.
- Reviews the building security for all Township facilities and works closely with the IT

POSITION TITLE Facility Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $50,750 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

Director to ensure that personnel are provided with proper key access.

- Ensures that facilities meet government regulations and environmental, health and security standards.
- Drafts reports and makes written recommendations on enhancements to existing facilities, including energy efficiency projects.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to manage multiple governmental facilities.
- Ability to respond to on-call emergencies and perform basic repair.
- Ability to develop and maintain effective working relationships with associates and various other subject matter experts.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to demonstrate attention to detail but also the ability to see the implications for the bigger picture.
- General knowledge of and the ability to perform minor repairs on the structure and functions of mechanical, plumbing, HVAC, and electrical systems.
- Knowledge of building maintenance methods.
- Knowledge of public procurement processes, including competitive bidding.
- Skill in project management.
- Skill in contract management and administration.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Skill and care in the operation of tools used.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state issued driver's License. A Certified Facility Manager (CFM) preferred. Certifications in skilled trades, such as HVAC, electrical, plumbing, etc. are preferred.

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.
- The employee must be able to be on call 24 hours per day for building emergencies and

POSITION TITLE Facility Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $50,750 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

to work at other than regular hours when needed to perform the duties of the position.

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.

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SIGNATURE **PRINTED NAME**

POSITION TITLE Supervisor Foreman	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Supervisor Foreman is responsible for all phases of the Public Services operations including highway, parks, building, grounds, and cemetery maintenance.

SCOPE:

Supervisor Foreman initiates and plans for day to day operations by reviewing work assignments, arranging acquisitions and disposition of necessary materials and equipment, and providing general directions and supervision to the work in progress. Handles employee problems, attendance control, evaluation of work performance and cost. The scope of work, responsibility, and work assignment will be Township wide and assignments may be located at any Township facility or project under the jurisdiction of the director, temporarily or permanently.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Organization and Completion of reports.
- Maintaining of records and similar supervisory responsibilities assigned by the Director.
- Assists in developing recommendations for annual work program.
- Review daily work reports from subordinates for completeness and accuracy.
- Performs all work related to the Public Services Department.
- Substitutes for the Director in his/her absence.
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Plow and shape ice rink.
- Rake leaves.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash window.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.
- Inspection.

POSITION TITLE Supervisor Foreman	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

LICENSING & CERTIFICATION REQUIREMENT:

- High School Graduate or equivalent. A valid Commercial Driver's License (CDL). Good working knowledge of operations, responsibilities and policies of the Public Services Department. Ability to plan, organize, and supervise. Able to operate a 3-ton dump truck and related snow equipment, loaders, mowers etc. used in the Public Services Department. 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.

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.

WORK ENVIRONMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Maintenance Worker	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Maintenance Worker is responsible for performing skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, and senior center.

SCOPE:

Maintenance of Township roads, grounds and internal buildings.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Repairing streets and curbs.
- Repairing catch basins and sewers by operating jackhammer, compactors, front end loader, roller, crack filling machine, sealing cracks.
- Painting traffic lines.
- Install drain tiles.
- Shape ditches.
- Operates:
    a) Dump truck
    b) Wheeled tractors
    c) Backhoe
    d) Street sweeper
    e) Air compressor
    f) Pneumatic tools
    g) Brush clipper
    h) Fork lift
    i) Aerial platform
    j) Portable bituminous mixing plant
    k) Bituminous distributor
    l) Mixer
    m) Roller
    n) Seeder
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Plow and shape ice rink.
- Rake leaves.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.

POSITION TITLE Maintenance Worker	STATUS Full time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid Commercial Driver's License (CDL). Six months experience in the operation of a 3 ton truck. 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.

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.

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SIGNATURE **PRINTED NAME**

POSITION TITLE Bus Driver	STATUS Part time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

In cooperation with and direction from the Public Services Director, maintain and promote the operations and programs of the Colerain Township Senior and Community Center program in order to meet the needs and desires of the senior population of the community.

SCOPE:

In cooperation with the Public Services Director, maintain and promote a safe, positive service for the clients using the Colerain Township Transportation program. The Transportation Driver will exhibit a warm, caring attitude toward the senior population.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for the safe, comfortable passage of clients/participants for nutrition site (Center), medical, shopping and special event trips as needed.
- Responsible for maintaining a daily log of participants as well as monthly records as required by CTSC program, Council on Aging and the Colerain Township Trustees.
- Responsible for the good mechanical condition of the vehicle, the Transportation Driver will set up a maintenance schedule that will include but not be limited to the following: tune-ups, oil changes, tire maintenance, other preventative maintenance, including routine cleaning of the vehicle. The above maintenance checks require the approval of the Public Services Director before work is procured.
- Responsible for the safety of the passengers while exercising sensitivity to individual needs and abilities and to assist those participants who might require transfer.
- Exercise courteous driving habits as befits a public transportation driver while demonstrating sensitivity to public opinion.
- Observe all federal, state and local traffic laws.
- Perform all other duties and assignments as assigned by the Public Services Director.

CRITICAL SKILLS / EXPERTISE:

- Ability to interact with the senior population in an easy, caring manner.
- Ability to understand and complete appropriate coordinating paperwork required by the program.
- Ability to assist/transfer those individuals that might require assistance when entering and exiting the vehicle.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- 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 Bus Driver	STATUS Part time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

WORK ENVIRONMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Event Setup Worker	STATUS Part time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Event Setup Worker will be responsible for the general maintenance, setup, and cleanliness of the Community Center in order to facilitate the effective rental of the facility.

SCOPE:

The Event Setup Worker will perform all duties in a positive and professional manner, providing for the smooth operation of the Community Center.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Clean and prepare Senior & Community Center building before and after facility rentals.
- Set-up and breakdown of all tables and chairs before and after functions.
- Supervise rentals, enforce general rules and regulations of the rental contracts.
- Keep facility clean throughout events, both inside and out, including but not limited to trash removal and pick up.
- Minor building and equipment maintenance.
- Additional duties include but are not limited to: minor landscaping, window cleaning, floor care, restroom cleaning, trash removal & pick-up inside and outside of facility.

CRITICAL SKILLS / EXPERTISE:

- Strong oral and written communication skills.
- Valid CPR and first aid certification, or the ability to obtain these certifications within probationary period.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

18 years or older. Previous experience with janitorial work preferred. Must possess a valid Driver's License. High School diploma or equivalent.

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.

WORK ENVIRONMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Event Setup Worker	STATUS Part time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

POSITION TITLE Seasonal Maintenance Worker	STATUS Part time – Non Exempt (temp.)
REPORTS TO Assistant Director of Public Services	**Salary Range:** $12/hour - $16/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Seasonal Maintenance Worker is responsible for assisting full time staff in the performance of skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, and senior center.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Install drain tiles.
- Shape ditches.
- Operates:
    a) Dump truck
    b) Wheeled tractors
    c) Backhoe
    d) Street sweeper
    e) Air compressor
    f) Pneumatic tools
    g) Brush clipper
    h) Fork lift
    i) Aerial platform
    j) Portable bituminous mixing plant
    k) Bituminous distributor
    l) Mixer
    m) Roller
    n) Seeder
- Mow grass.
- Rake leaves.
- Install street signs.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.

CRITICAL SKILLS /

- Ability to make minor repairs on automotive and motor-driven equipment.

POSITION TITLE Seasonal Maintenance Worker	STATUS Part time – Non Exempt (temp.)
REPORTS TO Assistant Director of Public Services	**Salary Range:** $12/hour - $16/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EXPERTISE:

- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent.

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.

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.

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SIGNATURE **PRINTED NAME**

POSITION TITLE Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Event Coordinator	**Salary Range:** $15/hour - $17/hour
SUPERVISES Assistant Summer Camp Director; Summer Camp Counselors	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Summer Camp Director is responsible for the development and coordination of the Township's Park Youth Summer Camp Program.

SCOPE:

Development and administration of activities associated with the summer camp program.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for the hiring, managing and scheduling of the employees of the summer program.
- Responsible for all Colerain Park Summer Program activities, including, but not limited to, overseeing the organization of the daily activities, ordering supplies, taking safety precautions, parental contact, field trip planning and organization, organization and planning of events outside of the normal session hours (ex – Movies in the park) and scheduling staff members for such events.
- Works with children who have special needs such as physical disabilities, learning disabilities, Attention Deficit Disorder, English as a Second Language, and other special needs.
- Responsible for ensuring the safety of the children during the program with safety precautions such as the whistle system, signing children in and out and being able to react to severe weather situations.
- Makes recommendations for hiring of new counselors.
- Sets general rules & regulations for the program, maintains a consistent disciplinary plan, and works in the park on a daily basis alongside the counselors.
- Additional hours spent in non-program months throughout the year, especially in the spring, planning and organizing the upcoming season, which includes working with full-time staff in preparation. Reports weekly to full-time park staff.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work well with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

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 Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Event Coordinator	**Salary Range:** $15/hour - $17/hour
SUPERVISES Assistant Summer Camp Director; Summer Camp Counselors	**Minimum Education:** H.S. Diploma/GED

WORK ENVIRONMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE	STATUS
Assistant Director - Summer Camp	Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $14/hour - $16/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township's Park Youth Summer Camp Program.

SCOPE:

Development and administration of activities associated with the summer camp program.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Assists in the management of the employees of the summer program.
- Assists Summer Camp Director with all Colerain Park Summer Program activities.
- Assists Director in overseeing the organization of the daily activities, including, but not limited to, ordering supplies, taking safety precautions, parental contact, field trip planning and organization.
- Assist the Director in the organization and planning of events outside of the normal session hours (ex – Movies in the park).
- Assist Director in maintaining a consistent disciplinary plan, working alongside the counselors during the daily sessions and assisting director in any other related program work.
- Close communication is to be maintained with the Director and in the absence of the Director, Assistant Director would temporarily take on the responsibilities of the Director as needed.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

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.

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.

POSITION TITLE Assistant Director - Summer Camp	**STATUS** Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $14/hour - $16/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 Summer Camp Counselor	STATUS Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $11/hour - $14/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township's Park Youth Summer Camp Program.

SCOPE:

Development and administration of activities associated with the summer camp program.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for implementing, alongside the directors, all Colerain Park Summer Camp program activities.
- Supervision of children, including, but not limited to, ensuring the safety of all children, parental contact, and field trip supervision.
- Attendance and assistance in planning of events outside of the normal session hours (ex – Movies in the park).
- Enforces general rules & regulations for the program.
- Reports to the Summer Camp Director or Assistant Director.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

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.

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.

POSITION TITLE Summer Camp Counselor	STATUS Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $11/hour - $14/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Code Enforcement Specialist	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $12/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections on nuisance enforcement issues. A heavy emphasis is placed on the inspection of tall grass and weeds nuisances.

SCOPE:

Under the supervision of the Director of Planning and Zoning this position:

- Assists the Code Enforcement Officer with daily responsibilities;
- Proactively monitors the Township in an effort to identify potential code enforcement violations and enters potential violations into the Customer Service Request system;
- Works to ensure the public health, safety, and welfare of the community;
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form;
- Communicates clearly and regularly with the Director of Planning and Zoning in a professional and courteous manner.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Enters potential code enforcement violations into the Township Customer Service Request system.
- Conduct field inspections and document violations.
- Work with property owners to achieve compliance on nuisance properties.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Director of Planning and Zoning with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Complete other tasks as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS. Require a valid operator's permit.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. High school diploma or GED equivalent. A bachelor's degree in Urban Planning, Urban Studies, Geography, or related field is preferred.

PHYSICAL & MENTAL REQUIREMENT:

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files and occasionally lifting (must be able to list up to 25 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites,

POSITION TITLE Code Enforcement Specialist	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $12/hour - $17/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

buildings and properties.

Regular and predictable attendance as established by Administration.

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.

HOW TO APPLY: You may apply and view current openings by visiting our employment opportunities webpage at www.colerain.org

Colerain Township is an EEO/ADA Employer

POSITION TITLE Communications Specialist	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $50,000 - $70,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

Under direction of the Township Administrator, the Communications Manager will be primarily responsible for coordinating, managing, and producing content for all of the Township's external communication platforms and will collaboratively work develop and disseminate internal communications.

SCOPE:

The Communications Manager will be responsible for enhancing the Township's internal and external communication through the use of the Township's e-newsletter, social media, and other media sources. This position requires a thorough knowledge of government operations and a background in data or communications.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Collaboratively works to develop and execute a Communications Plan for internal and external communications.
- Responsible for development of external communication regarding the Township's overall message, brand, and various successes.
- Responsible for development of internal communication regarding the Township's overall message, brand and various successes.
- Develops content for publishing in multiple mediums, including both print and electronic.
- Responsible for identifying ways to expand on the Township's existing transparency initiatives and external facing platforms.
- Will serve as the social media content coordinator for the Township.
- Will be the lead crisis communications manager for the Township.
- Will assist the Public Information Officers for the Police and Fire Department, when necessary.
- Works with Department Heads to develop, post, and analyze new datasets and communication pieces.
- Improves the overall communication efforts of the Township to external stakeholders through data visualization.
- Compiles, uploads, and updates all Departmental dashboards.
- Develops, edits, and updates external transparency reports.
- Analyzes program outcomes to measure the effectiveness and impacts of various initiatives on Township goals.
- Monitors Key Performance Indicators.
- Provides reports, featuring analysis of various complex datasets and will manage the Township's transparency portals.
- Provides analytical support and variance analysis to key internal and external stakeholders for year over year Transparency reporting.
- Uses data analysis to drive efficiency throughout the organization.
- Other duties as assigned.

POSITION TITLE Communications Specialist	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $50,000 - $70,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

CRITICAL SKILLS / EXPERTISE:

- Possesses and cultivates relationships with key contacts at newspapers, television and radio news organizations.
- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to communication of complex datasets.
- Ability to develop and maintain working relationships with employees and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Knowledge of local government systems and processes.
- Ability to lead and challenge multi-functional teams.
- Possesses a strong understanding of transparency, with an eye to improving transparency efforts.
- Leads by example, assisting the team with training, communications and daily tasks, where necessary to ensure any knowledge gaps, issues, etc.
- Possesses a strong organizational and analytical skill set.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Graduate of accredited four-year college or university with a degree in communications, public relations, business or public administration, or a closely related field.
- At least 3-5 years of relevant experience in data analytics or communications with deep understanding of governmental systems.
- Highly proficient with computer systems (including Microsoft Office applications), with advanced presentation skills.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

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 Communications Specialist	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $50,000 - $70,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officer, Civilian Staff, School Safety Officers	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Support Services Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

SCOPE:

The Support Services Sergeant provides direct supervision of the specialized school units. The Support Services Sergeant is responsible for the daily operations of this unit's activities. The Support Services Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Support Services Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, within the Township, the general duties common to all police sergeants assigned to Patrol.
- Develop collaborative working relationships with other supervisors in the Township to help them understand their role and involvement with Community Policing and problem solving initiatives.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) in the Township
- Network with other service agencies to contribute to problem solutions. This would include local government departments, social services, other public and private agencies and so forth.
- Represent the Department at community meetings, keeping the citizens informed of Police Department policies and activities that affect them.
- Share crime statistics and trends with the citizens of the Township.
- Give presentations on Community Policing, upon request, to neighborhood groups, service agencies, business groups, schools and so forth.
- Work hours varying to meet the needs of the citizens and Police Department.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officer, Civilian Staff, School Safety Officers	**Minimum Education:** Associate's Degree

- Continually review and inspect subordinates appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.
    b) Protection of life and property.
    c) Apprehension and prosecution of offenders.
    d) Preservation of the peace.
    e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- When on first shift, at the second and fourth Sunday of each month, inspect, or delegate, the thorough inspection of each vehicle in the Department to ensure cleanliness and good working order, promptly reporting in writing every instance of damage, neglect or improper use.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate.

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officer, Civilian Staff, School Safety Officers	**Minimum Education:** Associate's Degree

- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.
- A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officer, Civilian Staff, School Safety Officers	**Minimum Education:** Associate's Degree

Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Litter Pick Up Laborer	STATUS Part time – Non Exempt
REPORTS TO Supervisor Foreman	**Salary Range:** $15/hour - $18/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township's various commercial corridors.

SCOPE:

Litter and trash removal throughout Colerain Township.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Safely operates equipment used in carrying out the maintenance operations in the Township related to the removal of refuse and trash in the right of way.
- Safely operates various hand tools, hammers, shovels etc.
- Performs various maintenance tasks in accordance with established procedures and performance standards, such as: trash pickup, mowing/trimming of grass, and graffiti removal.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by the Director of Public Services to ensure an accurate, efficient, and prompt complete response.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operating of motor vehicles.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to use hand tools, shovels, and other related equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent.
- 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.

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:

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POSITION TITLE Litter Pick Up Laborer	STATUS Part time – Non Exempt
REPORTS TO Supervisor Foreman	**Salary Range:** $15/hour - $18/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of the Environmental Enforcement Investigator is to investigate and remediate violations of Ohio law and Colerain Township resolutions pertaining to the protection of natural resources, prevention of illegal dumping, enforcement of selected property maintenance violations, identify and address conditions that pose a threat to the public.

SCOPE:

Protect the lives and property of the people of the Colerain Township; enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

Environmental Crimes Enforcement Investigators of Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in a marked or unmarked vehicle as a uniformed or plain clothes officer in the conduct of patrol activities; enforces criminal code, Townships resolutions and maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Establish lines of communication with businesses, business owners, landlords and property owners and work collaboratively with them to remediate environmental or code violations.
- Establish lines of communication with the Hamilton County Municipal Court, Hamilton County Prosecutor's Office and other governmental bodies who may be involved with the remediation or prosecutions of environmental crimes.
- Perform other related duties as required.
- Maintain acceptable standards of conduct.

POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

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. 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.

POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Development Officer	STATUS Full time – Non Exempt
REPORTS TO Director of Development	**Salary Range:** $44,000 - $61,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of Development Officer reports directly to the Senior Development Officer to assist in the advancement of Township's economic development vision. This position also assists with the production of graphic content for various departments (including GIS), and permitting.

SCOPE:

Under general supervision, assists the Senior Development Officer in the performance of economic development activities such as business retention and expansion visits, business attraction, residential development, graphics, and other activities incumbent upon the development direction of the Township.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Develops and maintains a database of key demographics and a community profile for Colerain Township that includes economic statistics and indicators, local businesses and other services.
- Conducts business retention and expansion visits, offering technical assistance where necessary for expansion or relocation efforts.
- Administers the tactical urbanism mini-grant program.
- Assist with the establishment and development of TIF districts.
- Maintains the website for the Development division, story maps, book of sites, and other electronic economic development communication tools/programs.
- Develops brochures and promotional materials to be used in business attraction.
- Attends and addresses conferences and meetings to promote development.
- Develops reports and presentations and collects statistics, facts, and figures, demonstrating Colerain's competitive advantages of business location and operations.
- Solicits feedback from the business community to help identify challenges and drive potential solutions to improving the business climate of Colerain.
- Assist all departments in their use of Geographic Information Systems and graphic production as needed.
- Assist all departments in data analysis, display and interpretation as needed.
- Perform other duties as required or as assigned by the Senior Development Officer.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Exceptional customer service skills.
- Ability to interpret a variety of instructions in oral, written or other forms.
- Ability to collect data, establish facts and draw valid conclusions.
- Ability to prepare and maintain concise and accurate records and reports.
- Ability to maintain good rapport with Township departments, board members and other agencies relative to issues of economic development.
- Ability to cooperate with others on projects of mutual concern as well as plan project implementation.
- Ability to operate a computer terminal and communicate effectively in oral and written form.

POSITION TITLE Development Officer	STATUS Full time – Non Exempt
REPORTS TO Director of Development	**Salary Range:** $44,000 - $61,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

- Ability to develop and maintain effective working relationships with coworkers and the public.
- Ability to read, inspect, and understand construction plans, site plans and drawings.
- Knowledge of Federal, State, County, and other groups or laws that directly affect development.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Understanding of laws governing land use and economic development;
- Ability to network and form relationships with community organizations and individuals to further department goals.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Ability to obtain AICP certification.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

PHYSICAL & MENTAL REQUIREMENT:

Requires the ability to perform office related duties and access a wide variety of residential and commercial/industrial construction sites, buildings, and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material. The employee must occasionally lift and/or move objects up to 25 pounds.

WORK ENVIRONMENT:

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

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

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.

POSITION TITLE Development Officer	STATUS Full time – Non Exempt
REPORTS TO Director of Development	**Salary Range:** $44,000 - $61,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

SIGNATURE **PRINTED NAME**

POSITION TITLE Management Analyst Intern	STATUS Part time – Non Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under direction of the Assistant Administrator, the Management Analyst Intern will assist with various special projects and administrative tasks throughout the Township.

SCOPE:

The Management Analyst Intern will perform a variety of routine clerical, secretarial and administrative work in the administration of various components special projects for the organization. This position is open to current students seeking a Master's Degree or Bachelor's Degree in Public Administration or a related field.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Special projects.
- Leading cross functional teams to make operational improvements.
- Report generation, including data analysis and insights.
- Assist with public records requests.
- Assist with program research, grant writing, and other projects.
- Produce external communications.
- Assist with community surveys and engage with external stakeholders.
- Develop and enhance department operations performance data systems.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government operations.
- Ability to develop and maintain working relationships with associates, superiors and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or equivalent required. Must be enrolled in either a four-year college or university or a master's degree program with an emphasis or specialization closely related to local government.
- Highly proficient with Microsoft Office applications, with advanced Excel skills.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

POSITION TITLE Management Analyst Intern	STATUS Part time – Non Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Fleet Mechanic Technician 1.

SCOPE:

The purpose of this position is to assist with and perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Assist in performing repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Assist in performing repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Assist in making emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Basic fundamental knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

line technical repair data bases and scan tools.

- Assist in performing mechanical work including troubleshooting and repair of equipment.
- Assist with diagnosing mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of two-year of previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a background in electrical, hydraulics, air condition and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within a four year plan. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.). Preferred but not required.
- Must possess a valid driver's license.
- Commercial Driver's License Class B or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

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 Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Fleet Mechanic Technician 2.

SCOPE:

The purpose of this position is to perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Directs (provides oversight) and performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; makes repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

line technical repair data bases and scan tools.

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Direct and provide over sight to fleet mechanic technician 1
- Be "on-call" varying weekends, holidays and/or evenings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of five-year full-time previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within probationary period. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.).
  - Multiplex electrical experience
- Must possess a valid driver's license.
- Commercial Driver's License Class B or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

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 Anti-Crime Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Anti-Crime Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

The Anti-Crime Sergeant will provide direct line supervision and be responsible for the daily operations of a specialized patrol shift. The Anti-Crime Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Anti-Crime Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Patrol Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Patrol Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.

POSITION TITLE Anti-Crime Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

b) Protection of life and property.
c) Apprehension and prosecution of offenders.
d) Preservation of the peace.
e) Enforcement of regulatory measures.

- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Patrol Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Patrol Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

POSITION TITLE Anti-Crime Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

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

POSITION TITLE Anti-Crime Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Zoning Administrator	STATUS Full time – Exempt
REPORTS TO Development Director	**Salary Range:** $56,000 - $76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of the Zoning Administrator reports directly to the Director of Development and oversees the record keeping, processing of permit applications, and is the staff liaison to the Zoning Commission and Board of Zoning Appeals.

SCOPE:

Responsible for permitting, plan review, and responsible for daily operation of office.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Works closely with the Director of Development to encourage economic development and assists public with zoning questions and complaints.
- Ensure zoning code compliance for all residential and commercial properties; oversees visual inspection and review of site plans; preparation of plans for Zoning Commission approval; maintains and updates zoning maps.
- Supervises the preparation, storage and distribution of various records, reports, and related materials (monthly and annual activity and zoning permit reports, records of appeals, conditional uses, zone changes, etc.); ensure proper processing of applications and permits; serves as staff to the Zoning Commission and serves or provides departmental staffing to the Board of Zoning Appeals.
- Makes recommendation for the Zoning Commission and Board of Zoning Appeals.
- Perform various administrative duties; ensure staff reports to Zoning Commission and Board of Zoning Appeals are prepared.
- Complete administrative duties such as departmental purchases, responsible for all inspections and permits; coordinate with departmental objectives; distribute reports and resolutions.
- Responsible for the Vacant Building Maintenance License (VBML) program and Vacant Foreclosed Property Registry (VFPR) program.
- Liaison with external agencies including, OKI and Hamilton County Regional Planning Commission, as appropriate.
- Develops and leverages relationships with other internal departments and external neighborhood/community groups.
- Coordinates with other governmental agencies to develop best practices and ensure consistency to the best of our abilities.
- Assist in the preparation of resolutions for the Trustees for all text and zone map amendments.
- Maintain roster and contact lists of the Board of Zoning Appeals and the Zoning Commission members.
- Responsible for matters dealing with zoning, including advising the public concerning the rules and regulations.
- Responsible for review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Responsible for collection of data required for special projects.
- Responsible for review of zoning maps and preparation of studies and reports for projects as assigned.
- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.

POSITION TITLE Zoning Administrator	STATUS Full time – Exempt
REPORTS TO Development Director	**Salary Range:** $56,000 - $76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

- Prepare legal notices for publication and notices to all parties of interest of all zoning related public hearings before the Board of Zoning Appeals, Zoning Commission and the Board of Trustees.
- Prepare agendas and staff reports for the Board of Zoning Appeals and Zoning Commission meetings and mail out meeting packets to appropriate Boards, upload meeting packets to Township website, and sets up Chamber for meetings.
- Act as Recording Secretary for Board of Zoning Appeals and the Zoning Commission. Attend meetings and prepare meeting minutes. Upload approved minutes to Township website and maintain official meeting minute books.
- Prepare annual calendars for the Board of Zoning Appeals and the Zoning Commission.
- Review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Perform other duties as required or assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills with experience in ArcGIS and preferably experienced in Microsoft Office Suite and Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Excellent Customer Service.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to maintain cooperative working relationships with all levels of the Township.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing environmental and land use.
- Knowledge of site plan review methods.
- Knowledge of principles of project management and employee supervision.
- Maintain the trust of superiors, peers (both internal and external) and abide the established ethics of the profession.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license.
- Background in comprehensive planning, grants, administration and historical preservation, desired experience in public relations and/or marketing.
- Demonstrated Leadership training/experience.
- Exceptional customer service skills.
- Extensive knowledge in geographic information systems (GIS).
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess a minimum of three to five years of relevant experience (with a preference of two years of supervisory experience) which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning

POSITION TITLE Zoning Administrator	STATUS Full time – Exempt
REPORTS TO Development Director	**Salary Range:** $56,000 - $76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

enforcement.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

WORK ENVIRONMENT:

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

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which may include meetings of the Board of Trustees, Board of Zoning Appeals and Zoning Commission.

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 Director of Development	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $80,000 - $100,000
SUPERVISES Development Officer and Zoning Administrator	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of the Director of Development reports directly to the Township Administrator to advance the development interests of the Township, including residential, commercial, retail, and industrial sectors.

SCOPE:

Under the supervision of the Township, this position will perform a variety of routine and complex tasks such as: small area studies, program management, and business attraction, retention, and expansion.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Serves as a liaison to businesses of Colerain Township.
- Recruits and retains businesses into the community.
- Leads economic development efforts of the Township, including economic development negotiations.
- Serves as a liaison between civic groups and township administration.
- Prepares and processes grant applications that support economic development efforts.
- Represents the township at various functions that are dedicated to the promotion of economic development.
- Works with developers to promote business and residential development throughout the Township.
- Administers the Township's Community Development Block Grant program.
- Analyzes pro formas and requests for economic development assistance, including TIFs, CRA, and other financial models.
- Works with outside agencies such as REDI, the Port, HCDC, OKI, and others to secure grant funding and support for economic development projects.
- Serves as liaison to the Colerain Township Community Improvement Corporation.
- Coordinates any business recognition programs.
- Monitors economic development agreements for compliance.
- Develops a strategic network of contacts, including real estate professionals, developers, business executives, business organizations, government agencies and civic groups to promote development and identify business opportunities within Colerain Township.
- Develops materials for the Tax Incentive Review Council and Joint Economic Development District Board.
- Seeks new leads for business investment and meets with potential contacts to attract new business.
- Communicates government issues and matters affecting business operations and provides resources to mitigate those issues.
- Performs project research and trends analyses impacting the business community.
- Attends and addresses conferences and meetings to promote development.
- Develops and implements a strategic plan for business retention, expansion, and attraction, including requisite small area studies.
- Coordinates with other departments and development agencies, public and private, to streamline the business development process.

POSITION TITLE Director of Development	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $80,000 - $100,000
SUPERVISES Development Officer and Zoning Administrator	**Minimum Education:** Bachelor's Degree

- Analyze community-wide issues and opportunities; develop and execute innovative strategies to address issues and opportunities (i.e. comprehensive plan, neighborhood revitalization).
- Conducts charettes with community members on key property redevelopments and long term neighborhood visioning.
- Program administration for various residential redevelopment activities, including any façade repair programs.
- Leads and works to establish appropriate business improvement districts throughout the Township.
- Promotes development opportunities and general community attributes to applicable target markets.
- Coordinates visits to the Township and surrounding area for prospective investors.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Require a valid operator's permit.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to maintain cooperative working relationships with all levels of the Township.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing environmental and land use.
- Knowledge of site plan review methods.
- Knowledge of principles of project management.
- Knowledge of Federal, State, County, and other groups or laws that directly affect development.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Understanding of laws governing land use and economic development;
- Ability to network and form relationships with community organizations and individuals to further department goals.

POSITION TITLE Director of Development	STATUS Full time – Exempt
REPORTS TO Assistant Administrator of Finance and Development	**Salary Range:** $80,000 - $100,000
SUPERVISES Development Officer and Zoning Administrator	**Minimum Education:** Bachelor's Degree

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- A master's degree in planning, public administration, business, finance, or a closely related discipline is preferred.
- Must possess a minimum of seven years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

PHYSICAL & MENTAL REQUIREMENT:

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

WORK ENVIRONMENT:

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

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

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 Impound Lot Clerk	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant the primary responsibility of the Impound Lot Clerk is to oversee the impound operations.

SCOPE:

The Impound Lot Clerk oversees the impound operations to include intake and release of impounded vehicles, conduct inspections of the impound lot as directed and provide customer service to those seeking the release of their vehicles.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Sort, separate, copy and route the various types of reports and other documentation submitted by police officers daily.
- Track all impounded vehicles.
- Enter data of all impound activity into the in-house computer system.
- Maintain department records in an orderly manner.
- Inspect every impounded vehicle and record any observed damage.
- Safeguard any found property in an impounded vehicle.
- Locate, retrieve, copy and disseminate records upon request.
- Inspect the impound operations on a daily basis, prepare inspection reports.
- Retrieve statistical data from the department's in-house computer system for administrative reporting and analysis.
- Assist the citizens by answering phone calls and with personal inquiries.
- Purchase office and impound lot supplies when necessary.
- Release impounded vehicles to the owner after all legal requirements have been met.
- Responsible to retain records relating to the police department accreditation effort.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in

POSITION TITLE Impound Lot Clerk	STATUS Full time – Non Exempt
REPORTS TO Support Services Sergeant	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, dictation equipment, copy machine and fax machine.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.

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 Environmental Enforcement Officer	STATUS Part time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00-$25.00 per hour
SUPERVISES N/A	**Minimum Education:**

PURPOSE:

The position of Environmental Enforcement Officer is to assist in the overall direction of the Colerain Police Department and proactively enforce Ohio law and resolutions involving littering and environmental protection.

SCOPE:

Environmental Enforcement Officers are responsible for assisting other members of the Environmental Crimes Investigative Unit as directed by the sergeant. Environmental Enforcement Officers must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

A Environmental Enforcement Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Proactively work in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide feedback and document work efforts to supervision. Ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Attend daily meetings and briefings with other members of the Unit to maintain effective lines of communication, improving operational efficiency of the Department.
- Contribute to plans of deployment to ensure efficient and effective utilization of manpower.
- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.
- Patrol identified areas for littering, illegal dumping and other criminal violations as directed by supervision.
- Attend training and actively participate in training programs as a student or instructor to enhance job performance.
- Assist the Environmental Crimes Investigator with any investigation or complaints, procure evidence sufficient to sustain convictions in court, and prepare complete and accurate reports.
- Assist members of the Environmental Crimes Unit in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Improving working conditions for maximum efficiency and morale.
    b) Making recommendations to enhance productivity.
    c) Adequately recognizing outstanding personnel performance.
    d) Improving efficiency and cooperation in areas of common responsibility.

POSITION TITLE Environmental Enforcement Officer	STATUS Part time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00-$25.00 per hour
SUPERVISES N/A	**Minimum Education:**

e) Advancing the public relations program for promoting public confidence and support.
f) Ensuring proper and economical use of Department property and equipment.
a) Enforcement of regulatory measures.

- Prepare records and reports, daily, ensuring accuracy, completeness, and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Prepare offense and supplemental reports, daily, to document crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Prepare, on a daily basis, property, and evidence submissions and ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the sergeants as directed to ensure presentation in an accurate, timely manner.
- Patrol the Township, enforce the laws daily to ensure delivery of professional law enforcement services.
- Observe and impartially report to the sergeant every breach of discipline or neglect of duty by any department member.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

POSITION TITLE Environmental Enforcement Officer	STATUS Part time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00-$25.00 per hour
SUPERVISES N/A	**Minimum Education:**

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- Environmental Enforcement Officer must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- 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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

POSITION TITLE Environmental Enforcement Officer	STATUS Part time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00-$25.00 per hour
SUPERVISES N/A	**Minimum Education:**

- Officers must operate emergency vehicles under stressful conditions.

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.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

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 Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant ~~Township~~ Administrator of Operations and	**Salary Range:** $76,000 - $90,000
SUPERVISES Supervisor Foreman, ~~Administrative Asst.,~~Event Coordinator,	**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 & RESPONSIBLILITIES:

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

POSITION TITLE Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant ~~Township~~ Administrator of Operations and	**Salary Range:** $76,000 - $90,000
SUPERVISES Supervisor Foreman, ~~Administrative Asst.,~~Event Coordinator,	**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.
- 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

POSITION TITLE Assistant Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant ~~Township~~ Administrator of Operations and	**Salary Range:** $76,000 - $90,000
SUPERVISES Supervisor Foreman, ~~Administrative Asst.,~~Event Coordinator,	**Minimum Education:** Bachelor's Degree

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 Management Analyst	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Management Analyst is responsible for serving as the first line of communication between residents and the Township on non-public safety related items. They are also responsible for processing zoning permits received at the front desk and various special projects and administrative tasks as assigned.

SCOPE:

The employee will perform a variety of routine clerical, secretarial and administrative work in the administration of various components special projects for the organization. The employee serves as the first contact and first impression of Colerain Township's Administration and Development. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Answers telephones and routes calls to appropriate departments in a courteous and professional manner; provide routine information to customers and the general public.
- Greets incoming visitors to the administration building at the front window. Assists visitors in a professional and courteous manner to provide them with appropriate information or referral to the appropriate department based on request while maintaining security as it relates to allowing individuals into the office.
- Maintains the general office filing system and distributes office mail.
- Assists with permit intake.
- Assists with outbound mailings.
- Works cooperatively with co-workers to support other administrative activities as determined by the Township.
- Familiarity with how the Township operates, having knowledge of each department's functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Assist Police Department with input of code enforcement complaints into CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any "problem" areas that have arisen.
- Process payments/revenue for Planning & Zoning Department.
- Schedule meetings and update the Township electronic calendars.
- Provide clerical support to staff.
- Maintain the trust of superiors, peers (both internal and external) and abide by the established ethics of the profession.
- Special projects.
- Leading cross functional teams to make operational improvements.
- Report generation, including data analysis and insights.
- Assist with public records requests.
- Assist with program research, grant writing, and other projects.
- Produce external communications.
- Assist with community surveys and engage with external stakeholders.
- Develop and enhance department operations performance data systems.
- Other duties as assigned.

CRITICAL SKILLS /

- Ability to understand and follow oral and written instructions.

POSITION TITLE Management Analyst	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EXPERTISE:

- Ability to report for duty dependably and punctually.
- Ability to organize and maintain accurate records and files.
- Ability to organize and analyze data and prepare records and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to handle confidential information.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Bachelor's degree in Public Administration of a similar filed plus at least 2 years of general office experience which must include working collaboratively with the public and co-workers or a Master's Degree in Public Administration or a similar field. Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs. Valid driver's license. Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENT:

Required to talk, hear, and/or use hands to handle or feel objects, tools or controls, and reach with arms and hands. Required to sit for a significant portion of the work hours and may also need to stand for an extended period of time. Occasionally must lift and/or move objects up to 25 pounds. Specific vision abilities required by this position are the ability to read handwritten and typewritten documents of varying quality, and to distinguish colors on maps and other documents.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves duties to be performed in an indoor office setting.

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
Assistant Township Administrator – Operations/Engagement	Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Director of PS, Management analyst, Office Manager, & HR	**Minimum Education:** Bachelor's Degree

PURPOSE:

The responsibilities of the Assistant Township Administrator of Operations and Engagement 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 technology issues, safety regulations, human resources, and public management concepts.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- 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.
- 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.
- 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.
- Works with the Fiscal Officer to ensure that records requests are filled in a timely manner.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- 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 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.
- Oversees the implementation of various IT projects, including the Township website.
- Responsible for the successful implementation of several large scale community events and projects throughout the year.
- Oversees capital projects on behalf of Colerain Township including, but not limited to, sidewalk construction.

POSITION TITLE	STATUS
Assistant Township Administrator – Operations/Engagement	Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Director of PS, Management analyst, Office Manager, & HR	**Minimum Education:** Bachelor's Degree

- Responsible for the development of the Township's capital improvement budget.
- Works collaboratively with the Township administrator to development engagement initiatives and to drive citizen participation.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry.
- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, purchasing, and goal setting.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on

POSITION TITLE	STATUS
Assistant Township Administrator – Operations/Engagement	Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Director of PS, Management analyst, Office Manager, & HR	**Minimum Education:** Bachelor's Degree

and off duty.

- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- 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.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE	STATUS
Assistant Township Administrator – Finance & Development	Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Dev. Dir., Finance Specialist, Accounting Specialist, IT Dir.	**Minimum Education:** Bachelor's Degree

PURPOSE:

The responsibilities of the Assistant Township Administrator of Finance and Development consist of highly specialized administrative and managerial oversight of finance operations, development operations (such as the attraction, retention, and expansion of business and housing), 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 person will plan, organize, coordinate, and direct financial activities related to the management of Colerain Township Administration. Under direction of the Township Administrator, this position will manage the Township's financial activities according to the rules of the Ohio Revised Code, and assist the Township Administrator and Department Heads with a variety of financial management matters, including payroll, accounts receivable, accounts payable, budget/forecast, risk/insurance, benefits administration and information technology. This position also requires a thorough knowledge of development incentives, and the ability to work independently to drive business and housing growth that meets the policy goals of the Board of Trustees.

ESSENTIALS ROLES & RESPONSIBLILITIES:

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.
- Aids businesses in the knowledge and conformance with access management plans as dictated by the Ohio Department of Transportation and the Colerain Corridor Plan.
- 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.
- 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.
- Ability to coach and mentor subordinate employees in the specialized fields of public 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.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Direct and oversee all the financial activities of the Township including preparation of current financial reports as well as summaries and forecast for future Township growth or decline and general economic outlook.
- Obtain and analyze financial information in order to forecast business, industry,

POSITION TITLE	STATUS
Assistant Township Administrator – Finance & Development	Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Dev. Dir., Finance Specialist, Accounting Specialist, IT Dir.	**Minimum Education:** Bachelor's Degree

economic and governmental trends as a basis for making investment decisions.

- Performs quantitative analysis required for the strategic planning for the Township operations and the Township's investments.
- Coordinate and review with Fiscal Officer all accounting functions and financial statements in a timely fashion.
- Directs the preparation of all financial reports.
- Oversees the Finance Department, assists the Administrator and the Board of Trustees in budget preparation, and audit functions.
- Confers with Administrator to coordinate and prioritize financial planning to include pinpointing opportunities and areas that need reorganizing, and staffing level evaluations.
- Prepares long-term and short term strategic financial planning.
- Studies and recognizes long-range trends and projects the Township's financial needs for operations and capital improvements against projected revenues.
- Maintains close relations with approved bankers, brokers, and other professionals within the financial and business communities to maximize the quality and available investment opportunities.
- Insures the integrity of the financial functions of the Township.
- Reconciles daily/monthly cash flow statements and reconciles to monthly bank statements.
- Reconciles payroll including entering of new employees.
- Assist Fiscal Officer in managing all facets of the township accounting and financial management system consistent with township policy, generally accepted governmental accounting and financial reporting principles and procedures in the Ohio Revised Code.
- Serve as the primary Liaison to the Colerain Township Fiscal Officer to make certain the duties of the office are carried out in a timely and efficient manner, including oversight of the accounts payable function and ensuring all Township obligations are paid in a timely manner.
- Participate as a member of the Colerain Township Health Care Review Committee that partner to direct and plan the selection of Health Care providers to maintain health care to employees in the most cost effective manner.
- Supervise staff of the Colerain Township Finance Department.
- Review, analyze and recommend improvements for the accounting and payroll software to improve accuracy, efficiency, internal control, and timeliness and customer relations.
- Review, analyze and assist in the implementation and control of purchasing and inventory systems.
- Oversee and assist in the preparation of an Annual General Financial Report according to Governmental General Accepted Accounting Principles, linking management objectives to financial obligations.
- Assist in the preparation of the annual township tax budget, temporary and permanent appropriation resolutions, and capital improvement plans; plan and coordinate appropriation adjustments as needed.
- Oversee and assist in the forecasting of revenues and expenditures on a quarterly or project basis.

POSITION TITLE	STATUS
Assistant Township Administrator – Finance & Development	Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Dev. Dir., Finance Specialist, Accounting Specialist, IT Dir.	**Minimum Education:** Bachelor's Degree

- Ensure departmental budgets are followed and assist in training department personnel in financial systems and principals.
- Consult with the Township Trustees and Township Administrator for recommendations for re-appropriation of needed funds.
- Monitor the lighting district budgets and certified assessments with Hamilton County to ensure proper payment of lighting obligations.
- Provide for the disbursement of all funds from the township treasury.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer.
- Maintain accounting for fixed assets, including the sale of obsolete assets through online auctions.
- Develop both short and long-term policy recommendations to meet financial and service obligations of the Township in light of funding from State and Federal Government sources.
- Assist the Township Administrator/Economic Development Director with Tax Increment Financing Bonds and Project accounts for compliance with the ORC.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Assist the Township Administrator/Economic Development Director in the coordination of land values with the Hamilton County Auditor's Office to make certain historical TIF values and tax increments are collected and dispersed correctly.
- Perform in depth cash flow analysis based upon the Hamilton County Auditor's estimated tax revenue in terms of expenditures for operating budgets, reserves and capital improvements budgets.
- Assist in the preparation and processing monetary match for Colerain Township grant applications.
- Assist the Township Administrator and Law Director in all monetary matters for collective bargaining agreements, specifically, to model the long-range financial implications of all proposals and counter-proposals.
- Special projects as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical

POSITION TITLE Assistant Township Administrator – Finance & Development	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Dev. Dir., Finance Specialist, Accounting Specialist, IT Dir.	**Minimum Education:** Bachelor's Degree

inference, and fundamentals of basic algebra and geometry.

- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, purchasing, and goal setting.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- 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.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.

POSITION TITLE	STATUS
Assistant Township Administrator – Finance & Development	Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $105,000 - $130,000
SUPERVISES Dev. Dir., Finance Specialist, Accounting Specialist, IT Dir.	**Minimum Education:** Bachelor's Degree

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. 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 Bicycle Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Bicycle Patrol Officers is to have an impact on street level crime and to improve the quality of life for the residents and visitors of Colerain Township.

SCOPE:

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Bicycle Patrol Officer of the Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, the general duties common to all officers assigned to the neighborhood resource officer function.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) of the community.
- Perform surveillance and enforcement in areas of high crime incidents.
- Develop working relationships with beat officers of the of high crime areas to involve them in the process of identifying and developing proper enforcement actions.
- Prioritize and promptly respond in a safe manner to dispatched calls and requests for assistance from other jurisdictions.
- Maintain a daily working relationship and open line of communication with beat officers by assisting with radio calls, attending briefing, assisting with enforcement, etc.
- Provide routine patrol to township owned properties and facilities.
- Provide visible bicycle patrol to the township's main shopping district to reduce crime and address traffic and parking violations.
- Concentrate patrol efforts in the area of liquor establishments in effort to prevent liquor and narcotics violations as well as crimes against public order.
- Enforce laws, particularly those related to specific high crime neighborhoods.
- Provide supplemental patrol to detail officers at public events, such as festivals and sporting events.
- Whenever possible, provide public presentations on bicycle safety, upon request, to neighborhood groups, service agencies, business groups, and schools.
- Follow up on assigned citizen complaints.
- Responsible for routine maintenance of officer's assigned bicycle.
- Work hours varying to meet the needs of the community and the Police Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires

POSITION TITLE Bicycle Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer Training Academy (OPOTA) certification. Must obtain Police Mountain Bike certification.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is

POSITION TITLE Bicycle Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 Cadet	STATUS Part time – Non Exempt
REPORTS TO FTO Sergeant	**Salary Range:** $15 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the FTO Sergeant, the primary responsibility of the Police Cadet is to serve the Department and to the Township while becoming familiar with the procedures and policies of the Colerain Police Department. The Police Cadet will provide assistance to the Records Clerks by answering citizens' calls and assisting citizens at the window.

SCOPE:

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, Police Cadets of Colerain Police Department must perform each of the following tasks:

- Diligently provide service to the community by:
  - Undertaking Department-mandated training that is required of new police officers.
  - Taking appropriate action regarding answering citizens' calls and visits to the Police Department.
  - Developing the skills necessary to use the Department's databases and computer programs.
  - Become educated and proficient with the Department's Policy and Procedures, Rules and Regulations and Mission and Value Statement.
  - Providing necessary assistance to the Department Records Clerks.
  - Providing assistance to citizens in a professional and courteous manner when interacting with them over the phone or in person.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments as assigned.
- Assist in the execution of the Department's programs for:
  - Improving efficiency and cooperation in areas of common responsibility.
  - Advancing the public relations program for promoting public confidence and support.
  - Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities on a daily basis to enhance job performance.
- Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.

POSITION TITLE Cadet	STATUS Part time – Non Exempt
REPORTS TO FTO Sergeant	**Salary Range:** $15 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.

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

POSITION TITLE Cadet	STATUS Part time – Non Exempt
REPORTS TO FTO Sergeant	**Salary Range:** $15 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

essential functions.

- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Chaplain	STATUS Volunteer
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

PURPOSE:

The Chaplaincy has the responsibility to provide members of the Colerain Police Department and the citizens of Colerain Township with the services of a chaplain on a regular basis.

SCOPE:

The Chaplain is continually building and maintaining an attitude of cooperation and mutual respect between the department and the citizens. Members of the Chaplaincy program are available and on call for counseling, consultation and other forms of human crises intervention for members of the Colerain Police Department and citizens of Colerain Township.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Chaplain must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- It is the policy of the Colerain Police Department to make readily available pastoral services to Department members, their families and victimized individuals of the community when needed or upon request. To accomplish this, the Department maintains a chaplaincy program that is responsible for providing on-call spiritual guidance, counseling, consultation and other forms of crisis intervention for those in need.
- The goal of the Chaplaincy Program is to provide a trusted individual in whom department members, as well as citizens of the community, may confide or seek assistance concerning problem areas. In addition, the Program strives to establish and maintain an attitude of cooperation between the Department and the citizens of the community.
- The Colerain Police Department Chaplaincy Program is a voluntary program authorized by the Chief of Police and the Colerain Township Board of Trustees. Volunteers are not compensated for their efforts or services. Volunteers are primarily assigned to law enforcement-related community service functions. They can also be used as a resource in emergencies and large-scale special events.
- Police Chaplains are not commissioned officers.
- The Police Chaplains are not involved in day-to-day delivery of law enforcement services. Their duties do not require the status of a sworn officer, and their level of training does not warrant a commission, nor are they assigned duties requiring sworn officer status.
- The Police Chaplain will abide by the Colerain Police Policy and Procedure Manual, the Mission and Value statement, and the Colerain Township Policy and Procedure Manual.
- The Colerain Department Chaplain may be asked to respond to the immediate needs of the community. Police Chaplains will also be available to provide spiritual counseling and guidance to all members of the department and their families who request such services. Police Chaplains are not intended to replace any member benefits such as the Employee Assistance Program.
- All Police Chaplains must possess the ability to work with all members of the public. Police Chaplains shall maintain and display high moral standards and treat all persons with respect and dignity. Police Chaplains will not discriminate in any way.
- When requested, the Police Chaplain will give counsel to persons involved in crisis events. The Police Chaplain will seek to exert an influence of calm and stability in the midst of situations charged with unusual stress and potential explosiveness. It is understood that the Police Chaplain should be available for follow-up counseling if it is

POSITION TITLE Chaplain	STATUS Volunteer
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

requested.

Some calls for which a chaplain's assistance may be needed are:

a) Family Crisis.
b) Emotional disturbances with significant trauma.
c) Attempted suicide or completed suicide.
d) Assistance with a death notification.
e) Crisis intervention for fatal or serious injury accidents.
f) Personal needs of police members and families.
g) Other areas as may be deemed appropriate.

CRITICAL SKILLS / EXPERTISE:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- The Chaplain must participate in the Police Department annual "in-service" training.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership and communication skills. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public and police officers.
- Must have ability to defend one-self. Employee may rarely become involved in physical confrontation up to and including life-threatening situations.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

They shall possess a valid driver's license and should not have been convicted of any felony offense or any offenses involving moral turpitude.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, 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. Must be able to walk on foot over rough terrain at varying degrees of slope.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable

POSITION TITLE Chaplain	STATUS Volunteer
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

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 DARE Officer	STATUS Full time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all DARE Officers is to educate the community on the importance of Drug and Alcohol resistance.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a DARE Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintain certification through DARE America. Required updates and recertification classes provided by DARE America.
- Demonstrate the ability to interact with and relate to children.
- Refrain from sexual, racial, stereotypical, or inappropriate and insensitive remarks.
- Demonstrate the ability to work well with parents, teachers and school administrators.
- Give presentations as scheduled at local schools.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. DARE Officer must have a minimum of two (2) years, uniformed, street experience. Successful completion of DARE

POSITION TITLE DARE Officer	STATUS Full time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

REQUIREMENT:

Officer course.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Field Training Coordinator	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Chief of Police, the Field Training Coordinator is responsible for the training and assigning all Field Training Officers and Sergeants.

SCOPE:

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, the Field Training Coordinator of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Coordinate and assign all Field Training Officers in their daily responsibilities.
- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain communications with the shift sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in

POSITION TITLE Field Training Coordinator	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Office.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Field Training Coordinator	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

POSITION TITLE Field Training Officer	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Field Training Coordinator, the Field Training Officer is responsible for the training of new officers hired by the department. Field Training Officers are also responsible for completing training reports outlining the progress of the new hire. The Field Training Officer position is an added position to the Patrol Officer position, thus requiring the Field Training Officer to perform all functions of the Patrol Officer as well as those outlined for the Field Training Officer.

SCOPE:

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Field Training Officers of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain communications with the shift sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and

POSITION TITLE Field Training Officer	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Office.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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.

POSITION TITLE Field Training Officer	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Field Training Sergeant	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Field Training Coordinator the Field Training Sergeant is responsible for the training of new sergeants promoted or hired by the department. Field Training Sergeants are also responsible for completing training reports outlining the progress of the new hire. The Field Training Sergeant position is an added position to the Patrol Sergeant position, thus requiring the Field Training Sergeant to perform all functions of the Patrol Sergeant as well as those outlined for the Field Training Sergeant.

SCOPE:

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Field Training Sergeants of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to

POSITION TITLE Field Training Sergeant	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Officer. Field Training Officer training course completion.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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.

POSITION TITLE Field Training Sergeant	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Special Investigative Unit	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The special investigators will work in cooperation with the patrol and community policing efforts of the Colerain Police Department. The investigator(s) will conduct follow-up plain-clothes investigations on reported/non-reported problems, and/or crimes to include the proper closure, arrest and adjudication.

SCOPE:

The Special Investigative Unit will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an investigator must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Investigates any and all cases assigned by the Investigative Sergeant, Support Services Commander, or Chief of Police, including but not limited to, any criminal offense not closed by arrest at the time of occurrence to ensure a complete, thorough, timely investigation.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Within three working days contact any and all complainants in cases that they are assigned and continue to keep those person(s) updated on the status of the case. This includes, but is not limited to, writing letters periodically with pertinent case information to ensure that crime victims are kept informed of the status of the investigation.
- Thoroughly maintains and processes any and all evidence that has been turned over and utilizes those resources available from other departments that would aid in enhancing the value of the evidence within 72 hours.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Develops and manages all Confidential Informants, as well as maintaining complete and accurate reports and records pertaining to same to aid in obtaining information for the investigation and successful prosecution of offenders.
- Acquires and/or assembles legally acceptable photo lineups for use in the identification of suspects involved in criminal activity.
- Responds and assists other investigative units that request assistance such as Ohio Department of Public Safety (Liquor Control), DART, Cincinnati Police Street Corner, Hamilton County Regional Enforcement Narcotics Unit (RENU), or any other additional law enforcement agency requesting assistance, while maintaining a professional attitude and image.
- Assists/coordinates with the patrol any bulletins and other pertinent information needed to enhance the performance of both divisions improving operational efficiency of the department.
- Maintains complete and concise case files neatly and accurately prepared that will help

POSITION TITLE Special Investigative Unit	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

ensure proper court presentation and reflect positively on the department as a whole.

- In addition to the responsibilities listed above, must maintain an acceptable level of competence, professionalism, and abilities to perform duties outlined in the police officer job description. Acknowledging the fact that a police officer's duties supersede those of preferred assignment.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform other related duties as required.

CRITICAL SKILLS / EXPERTISE:

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified and specific training related to the undercover investigative function.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies.
- Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and criminal activity.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

POSITION TITLE Special Investigative Unit	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Traffic Safety Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Investigative Sergeant, the primary responsibility of a Traffic Safety Officer is to protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

SCOPE:

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Patrol Officers, including the Traffic Safety Officer, of Colerain Police Department must perform each of the following tasks:

- Enforce traffic laws.
- Monitor high accident areas and provide selective enforcement in these areas.
- Investigate auto accidents including: Serious injury accidents (both non-fatalities and fatalities), Hit/ Skip accidents (and provide patrol reports and dispatched reports), and Pedestrian accidents.
- Driving Under Suspension (DUS) reports.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Maintain driving records for the State of Ohio for return of drivers license / plates to the State.
- Keep updates of the laws from the license intervention program.
- Investigate abandon / junk vehicles.
- Basic knowledge of camera equipment, used for auto accident photographs.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to

POSITION TITLE Traffic Safety Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

practical situations.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. Level I and Level II Crash Investigation School. ADAP Certified: Intoxilyzer Certified: Radar/Laser Certified.

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. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

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 Laborer	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Laborer is responsible for performing semi-skilled building maintenance at the Public Services Department garage and offices, police offices, and senior center.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Dust.
- Wax.
- Clean desks, file cabinets, and other furniture.
- Maintain walls.
- Maintain fixtures.
- Wash or sweep windows, walls, floors, doors (from ground level).
- Maintain sidewalks.
- Clean restrooms.
- Keep paper supply container filled.
- Empty trash cans.
- Raise flag.
- Sweep and shovel.
- Salt walkways or snow and ice.
- Manual labor incidental to the operation to which assigned.
- Trims grass and bushes.
- Paint, wash, and wax equipment.
- Pick up paper and other debris from grounds such as park, yards, around buildings.
- Wash dishes.
- Clean appliances.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operation of tools used.
- Knowledge of building maintenance methods.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state issued driver's license. 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.

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 Laborer	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO EMS Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Emergency Medical Services (E.M.S.) Coordinator is responsible for the coordination and administration of a comprehensive Emergency Medical Services program that will meet the needs of the Colerain Township Department of Fire and Emergency Medical Services.

SCOPE:

The person in this position will assist and support the needs of the EMS Division through various roles and responsibilities. They will assit with creating the opertational planning and vision for the Division through quality assurance and continuous quality improvement programming, training, policy development, and data evaluation activities.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- erforms essential functions of a Stated of Ohio Certified Paramedic
- Serves as a liason between local hospitals and Colerain Fire and EMS
- Resposible for Quality Assurance and Continuous Quality Improvement Programming
- Participates on the Hamiltion County Protocol Committee and the Pre-Hospital Care Operations' Committee
- Manages public records' request for patient care reports
- Assists with management of the EMS reporting software system
- Working knowledge of all department operational software systems
- Participates in the development of EMS policies and procedures
- Participates in planning of EMS department goals and objectives
- Attends staff meetings for the purpose of department planning and problem-solving activities
- Adheres to the Department's Health Insurance Portability and Accountability Act rules and guidelines
- Performs all Department Infection Control Officer responsibilities
- Liaison for pre-hospital care education institutions (i.e., Paramedic Training Programs)
- Coordination of EMT-B, Paramedic, and Intern observation time
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic
- Works alongside the Department's EMS and Training Division Captains for scheduling, coordinating, and executing training for department personnel
- Will assist with annual budgetary planning as directed by the EMS Captain
- Will assist with grant research and application processing
- Extracts, collects, organizes, and interprets data used for organizational dashboards, grant reporting, and operational and administrative decision-making
- Develops, reviews, and updates EMS policies and procedures, as necessary.
- Uses appropriate departmental programs used to document necessary work and report activity
- Any other various duties and responsibilities as assigned by the Assistant Chief or Chief.

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments

POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO EMS Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills (i.e., planning, organizing, directing, coordinating, evaluating)
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.)

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Five years' experience as a Certified Paramedic; State of Ohio Certified EMS Instructor; Instructor of the following: Basic Life Support, Advancement Cardiovascular Life Support, Pediatric Advanced Life Support, Stop the Bleed

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines.

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity Strategic Goal #2: Engage the New Economy with Green Initiatives Strategic Goal #3: Improve the Look of the Township with a Focus on Litter and Dumping Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes Strategic Goal #5: Continue to Provide High Quality Safety Services Strategic Goal #6: Continuously Improve the Operations of the Township

Motion Authorizing Township Administrator to Award Merit Based Compensation Increases not to Exceed a Total Pool of $117,822.53 across all Employees

Recommend ADOPTION of the Motion.

Rationale:

Annually, the Board of Trustees will set a pool of dollars aside for merit based increases for all employees not in a Collective Bargaining Agreement. The Administrator will then conduct evaluations of employees and award merit based increases based on the employees prior year performance and their current compensation compared to the market.

The $117,822.53 figure includes all of the associated retirement, Medicare, and workers' compensation costs borne by the employer.

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Motion Authorizing the Township Administrator to Execute a Memorandum of Understanding with the Fraternal Order of Police - Gold Unit

Recommend ADOPTION of the Motion.

Rationale:

Over the past year, the Township has seen a higher than usual level of turnover in the police department for police officers. The Township has operated most of the year down 5-10 authorized officer positions.

In reviewing comparable collective bargaining agreements with our peers, it was evident that Colerain was significantly behind the curve in compensation. For example, Green Township pays their police officers nearly $20,000 more than Colerain on day one with their department.

This Memorandum of Understanding (MOU) corrects several pay issues and establishes new language in the contract for Fitness for Duty testing, annual medical testing, drug testing, and other changes. Since Sergeant pay is based on officer pay, an MOU was also required with this bargaining unit.

MEMORANDUM OF UNDERSTANDING

The Colerain Township Board of Trustees and the Fraternal Order of Police, Ohio Labor Council, Inc., referred to as "the Parties," hereby agree to the following Articles (Article 7 Grievance Procedure, Article 15 Wages and Compensation, Article 18 Holidays/Personal Leave, Article 19 Vacations and Article 28, Medical/Physical Examination)of the current collective bargaining agreement between them, 20-MED-09-0971 (Sergeants), set to expire as of December 31, 2023, will be amended as attached. Additionally, the Parties agree Article 32 Critical Incident Support and Article 33 Fit for Duty Examinations will be added to the Agreement. Finally, the Parties agree the terms of this MOU are enforceable through the grievance procedure outlined in the contract.

ARTICLE 7
GRIEVANCE PROCEDURE

Section 7.1

The term grievance shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Articles of this Agreement or those matters which are controlled by the provisions of Federal and/or State Laws and/or by the United States or Ohio State Constitution.

Section 7.2

All grievances must be presented at the proper step and time in progression in order to be considered at the next step. Grievances involving lost pay discipline (suspension, reduction in pay, removal or discharge) shall be initiated at Step 3.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal.

Any grievance not answered by the Employer's representatives within the stipulated time limits, within the first two steps of the grievance procedure, shall be deemed denied and may be advanced by the employee to the next step in the grievance procedure, and will be heard and responded to as outlined in this article. Time limits set forth herein may only be extended by mutual agreement. Where a group of bargaining unit employees desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a like manner, one member selected by such a group will process the grievance, and shall so indicate that the grievance is a group grievance.

A grievance may be brought by any member of the bargaining unit on their own behalf. The Union or their representative shall have the right to be present at the settlement of any grievance brought by an employee on their own behalf.

Section 7.3

A grievance must be submitted to the grievance procedure within ten (10) calendar days after an employee knows or should have known the facts giving rise to the grievance, otherwise it will be considered not to have existed.

Section 7.4

All grievances must be submitted in writing and should contain the following information to be considered:

1. Aggrieved employee 's name and signature;
2. Date grievance was filed in writing;
3. Date, time and location of grievance;
4. Description of incident giving rise to the grievance;
5. Date grievance was first discussed;
6. Name of supervisor with whom grievance was discussed;
7. Article and section of the Agreement alleged to have been violated; and
8. Desired remedy to resolve grievance.

Section 7.5

The following steps shall be followed in the formal processing of grievances:

Step 1.

A grievance may be submitted by the employee to the employee's immediate supervisor, or the supervisor's designee within the time limits set forth in Section 7.4. It shall be the responsibility of the Supervisory Officer or their designee to investigate the matter and to provide a written answer to the employee within ten (10) calendar days following the day on which the matter was submitted to him.

In the event that the employee's "immediate supervisor" is the Police Chief (i.e., no person holding a rank above Lieutenant and authorized by the Police Chief to hear grievances has then been appointed), the Police Chief shall hear the grievance in this step 1, and step 2 shall be skipped.

Step 2.

A grievance unresolved at Step 1 may be submitted by the employee to the Police Chief or their designee within seven (7) calendar days of the presentation of the Step 1 answer. It shall be the responsibility of the Police Chief or their designee to investigate the matter and to provide a written answer to the employee within seven (7) calendar days following the day on which the matter was submitted to the Police Chief.

Step 3.

A grievance unresolved at Step 2 may be submitted by the employee to the Township Administrator within seven (7) calendar days of the presentation of the Step 2 answer. The Administrator or their designee shall meet with the employee and a representative of the Union if the employee desires, and provided that Article 3, Section 3.4 is not violated, within ten (10) calendar days of submission of the - grievance to Step 3, to discuss the grievance. The Administrator or their designee shall provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 4. Arbitration.

A grievance unresolved at Step 3 may be submitted to arbitration upon request of the Union or their representative in accordance with the provisions of Section 7.7 of this Article hereinafter set forth.

Section 7.6

The Union or their representative, based upon the facts presented, has the right to decide whether to submit a grievance for arbitration. Within fourteen (14) calendar days from the date of the final answer on a grievance from Step 3, the Union or their representative shall notify the Employer in writing of its intent to seek arbitration over an unresolved grievance. The Union or their representative may withdraw its request to arbitrate at any time prior to the actual hearing. Should the decision be made to withdraw the grievance, the Union agrees to promptly notify the Township of its' decision. Any cancellation fee due the arbitrator shall be paid by the party or parties canceling the arbitration. Any grievance not submitted within the fourteen (14) calendar day period described above shall be deemed settled on the basis of the last answer given by the Employer or its representative.

A. After receipt of a request to arbitrate, the representatives of each of the parties shall select an arbitrator. The arbitrator shall be selected in the following manner: the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested to submit a panel list of seven (7) arbitrators. The parties shall alternately strike the names of the arbitrators until only, one name remains. The person whose name remains shall be the arbitrator.

   The arbitrator shall limit their decisions strictly to the interpretation, application or enforcement of specific Articles of this agreement. They may not modify or amend this Agreement.

B. The question of the arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines the grievance is arbitrable, the alleged grievance will be heard on its merits before the same arbitrator.

C. The decision of the arbitrator shall be final and binding on the grievant, the Union or their representative, and the Employer. The arbitrator shall render

their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final briefs.

D. The costs of the services and expenses of the arbitrator and hearing room expenses, if any, shall be borne equally by the Employer and the Union or their representative. The expenses of any witnesses shall be borne by the party calling them. The fees of the court reporter shall be paid by the party requesting the reporter, or split equally by the parties if both parties desire a reporter.

Any bargaining unit member whose attendance is required by the Employer for such hearing shall not lose pay or benefits to the extent such hearing hours are during normal scheduled working hours on the day of hearing.

Section 7.7

The Union or grievant shall use a grievance form which shall provide the information outlined in Section 7.5. The Union shall have the responsibility for the duplication, distribution, and their own accounting of the grievance forms.

ARTICLE 15
WAGES AND COMPENSATION

Section 15.1

Employees shall be compensated according to the following pay scale:

Probationary Sergeant: (8% above top step Police Officer)

2021	2022	2023
$81,000.00	$83,430.00	$43.62 hr.

Non-Probationary Sergeant: (16% above top step Police Officer)

2021	2022	2023
$87,000.00	$89,610.00	$46.85 hr.

Section 15.2

Any police officer who, in the absence of a supervisor, is designated by the Police Chief as an officer-in-charge shall receive additional compensation. Such compensation shall be paid at an hourly rate of $1.70 per hour. The term " Senior Officer" shall have the same meaning as Officer in Charge and shall receive the same compensation as Officer in Charge when acting in that capacity. Absence of a supervisor shall mean that time when no police officer of the rank of sergeant or above is actually on duty.

Section 15.3 - Field Training Officers

Employees that are FTO's (Certified Field Training Officers) will receive one (1) hour of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first one (1) hour beyond the end of their shift. For officers working an eight (8) hour day, they shall receive thirty (30) minutes of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first thirty (30) minutes beyond the end of their shift.

Section 15.4 - Longevity

Employees with five (5) or more years of continuous service, calculated on July 1st of each year, as a full time police officer in Colerain Township shall receive longevity pay as follows:

A. 5 – 10 Years of continuous service $2,000.00
   11 + Years of continuous service $2,000.00 plus $100.00 for every additional year following the 10th year.
   i.e: 11 years = $2,100.00
   12 years = $2,200.00
   13 years = $2,300.00
   14 years = $2,400.00
   15 years = $2,500.00

etc.

B. Longevity payments shall be made in one lump sum amount on the first pay period following July 1st of each year.

ARTICLE 18
HOLIDAYS/PERSONAL LEAVE

Section 18.1

The Employer shall recognize each of the following days as a paid holiday:

New Year's Day	Labor Day
Martin Luther KingDay	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

An employee, while on any unpaid leave of absence will not receive holiday pay compensation.

Section 18.2

If an employee is scheduled to, and works, on a Holiday listed in Section 18.1, that employee shall be paid at a rate equal to one and one half (1 1/2) times their regular rate of pay for all hours worked. This is in addition to their regular Holiday Pay.

Section 18.3

Holiday pay is equal to the actual hours worked at the employee's regular rate of pay.

Section 18.4

Employees will be granted two (2) personal days annually. Unused personal days as of December 31st shall be forfeited.

ARTICLE 19
VACATIONS

Section 19.1

Employees shall earn vacation leave according to their number of years of full-time service with governments from Ohio, Indiana, and Kentucky and shall be accrued each pay period as follows:

A. Zero (0) through 2,190 calendar days - 80.0 hours (or its equivalent), computed 3.1 hours per pay period.

B. 2,191 through 4,015 calendar days - 120 hours (or its equivalent), computed 4.6 hours per pay period.

C. 4,016 calendar days through 5,840 calendar days - 144 hours (or its equivalent), computed 5.54 hours per pay period.

D. 5,841 through 9,490 calendar days - 176 hours (or its equivalent) , computed 6.77 hours per pay period.

E. 9,491 or more calendar days - 200 hours (or its equivalent), computed 7.7 hours per pay period.

Section 19.2

Vacation credit accrues while on vacation, military leave, and sick time. No vacation credit is earned while an employee is in no pay status other than military leave. Pro- rated vacation credit is given for any part of a pay period.

Section 19.3

Vacation requests shall be honored on the basis of the employee's seniority, subject to the following:

A. Vacations are scheduled and approved in accordance with the workload requirements of the Police Chief;

B. Once an employee has designated their vacation time off and it has been approved, no other employee can bump that employee to another time; and

C. Once an employee has picked their date of vacation, they may change to another provided that they notify the employer one week in advance of the change.

Section 19.4

A. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.

B. Once per year, employees shall have the right to convert to cash up to a total of forty (40) hours of accrued vacation at the employee's hourly rate in effect at the time of the conversion. An employee desiring to convert vacation must give written notice to the employer prior to November 1. Payment will be by way of a separate check.

C. Vacation hours in excess of two year's vacation time accrual shall be forfeited.

Section 19.5

Any employee who separates from the service shall be paid for any earned but unused vacation leave for which they are eligible.

Section 19.6

Any employee hospitalized while on vacation shall, upon request and upon submission of sufficient evidence of the hospitalization, be entitled to change their status to sick leave for all days hospitalized and any subsequent days necessary for recovery. Upon submission of the request with verification of hospitalization, any vacation charged to the employee for the duration of the illness shall be restored to their credit.

ARTICLE 28
MEDICAL/PHYSICAL EXAMINATION

Section 28.1 Physical Examination

The Board of Trustees will provide each employee with a complete physical (every 2 years if under 40 years of age and yearly if over 40 years of age). The physical will be conducted by a physician of the Township's choosing.

Section 28.2 Physical Fitness Training

A. Participation in the Colerain Township Police Department's Physical Fitness Testing Program shall be completely voluntary. An officer's decision not to participate or fail to meet the standards set in accordance with subsection "C" below shall not result in discipline nor be held against the officer in any assignment or promotional process.

B. The components of the test shall be the completion of the department developed obstacle course. This obstacle course is comprised, but not limited to, the following obstacles: vehicle push, wall scale, stair climb and descent, sit-ups, window entry, push-ups, dummy drag, gun dry fire simulation, and jog/run between obstacles.

C. The Chief of Police reserves the sole right and discretion to: (a) establish different physical fitness tests as an option to the current test, provided that the current test is maintained (if optional tests are established, employees may elect to participate in either the current test or an optional test); and (b) assign the personnel in charge of determining pass/fail of the physical fitness tests.

D. Employees who pass two (2) physical fitness tests given at separate times in the same calendar year (projected test times as April/May and September/October) shall receive a lump sum payment equivalent to one percent (1%) of their annual base salary, less applicable deductions, in the first pay period in December. The employee must be employed by Colerain Township Police Department at the time of the payment in order to qualify for the payment.

Section 28.3 Alcohol/Drug Testing

A. It is the policy of the Colerain Township Police Department that the public and all Township employees have the absolute right to expect persons employed by the Police Department will be free from the effects of drugs and alcohol. The Township, as the Employer, has the right to expect its Employees to report to work fit and able for duty and to set a positive example for the community and the organization. The goals of this policy shall be achieved in such a manner as not to violate any Employee's administrative or constitutional rights.

B. All Employees shall be subject to random drug testing on an annual basis through a computer-generated process of selecting individuals. Employees will have an equal chance of being tested each time selections are made. Dates for testing shall be unannounced and spread throughout the calendar year.

Any bargaining unit employee who has been ordered to undergo a random drug test may, upon timely request, be accompanied to the testing site by a coworker of their choice. No test will be delayed due to the tardiness of the employee's coworker.

C. Alcohol/drug screening/testing shall be conducted as part of the pre-employment testing process for full-time employees. Testing under this section shall not be considered the random test for an employee. The Township may require any individual who is within seven (7) days of completing their probationary period to be tested under this section.

D. The Employer may also test Employees for drug or alcohol when it has a reasonable suspicion to suspect the use of drugs or alcohol. If reasonable suspicion testing occurs, it will not be considered an Employees random test and the Employee will still be subject to selection for random testing.

Reasonable suspicion that an Employee used or is using drugs or alcohol in an unlawful manner may be based upon but not limited to:

a. Observable phenomena, such as direct observation or drug of alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;

b. A pattern of abnormal conduct or erratic behavior;

c. Arrest or conviction for a drug or alcohol-related offense, or the identification of an Employee as the focus of a criminal investigation into illegal drug or alcohol possession, use or trafficking;

d. Information provided either by reliable and credible sources or independently corroborated;

e. Evidence that an Employee may have tampered with a previous drug test; and

f. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

E. Drug/Alcohol testing shall be ordered by the Employer. The testing shall be conducted solely for administrative purposes. Results obtained shall be held in complete confidence and shall not be used in criminal proceedings against the affected employee. The parties agree that the Employer will respond if test results are subpoenaed or requested through other legal discovery. This procedure shall not preclude the Employer from other administrative actions, but action shall be based solely upon the initial testing alone. The maximum accepted tolerance for alcohol will be .04.

F. All drug screening tests shall be conducted by medical laboratories meeting the standards of the National Institute of Drug Abuse and the National Institute of Health. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody. All samples collected shall be contained in two (2) separate

containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this article. A Medical Review Officer shall review all confirmed positive results from the laboratory.

G. Alcohol testing shall be done in accordance with the law of the State of Ohio to detect drivers operating a motor vehicle under the influence.

H. The results of the testing shall be delivered to the Employer and the tested Employee. An Employee whose confirmatory test results are positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The Employee shall provide a signed release for disclosure of the testing results to the Employer only. A representative for the Bargaining Unit shall have a right of access to the results upon request to the Employer, with that Employee's written consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline, up to and including termination.

I. If a drug-screening test is positive, a confirmatory test shall be conducted utilizing the samples collected in the manner prescribed above. If any confirmation drug test results are positive, the employee is entitled to have the split sample tested by another DHHS-certified lab in the manner prescribed above at the employee's expense. The employee must request the split sample test within seventy-two (72) hours of being notified of a positive result. The results of this test, whether positive or negative, shall be determinative. A list of three (3) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

J. After the testing required above has produced a positive result, the Employee shall be permitted to participate in any rehabilitation or detoxification program covered by insurance, or of the Employee's choice. Any discipline allowed by the positive findings provided for above shall be deferred pending successful rehabilitation of the Employee within a reasonable period. An Employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of the rehabilitation or detoxification program, utilizing sick time and vacation leave for the period of the rehabilitation or detoxification program. If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retesting demonstrating that the Employee is no longer abusing a controlled substance, the Employee shall resume full duties at a like-position to the one held by the employee prior to the medical leave. Such Employee may be subject to random testing upon return to work for a period of two (2) years from the date of return to work. Any Employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the Employee to be placed on medical leave without pay, for a period not to exceed twelve (12) weeks.

K. If the Employee refuses to undergo rehabilitation or detoxification or if the tests are positive during a re-testing return to work for such a program, the Employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

L. If an employee has not voluntarily submitted to a program of rehabilitation under this article, or tests positive for the use of illegal drugs or if the employee tests positive at any time within one (1) year after their return to work upon completion of a program, such employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

The term "drug" includes all controlled substances as defined in the Ohio Revised Code. The term "illegal drugs" includes any controlled substance that has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.

M. Costs of all drug screening tests, and confirmatory tests shall be borne by the Employer except that any tests initiated at the request of the Employee shall be at the Employee's expense.

N. Any member may voluntarily present themselves as an alcohol abuser, or a person with tendencies toward drug abuse and volunteer for rehabilitation or detoxification or any other relevant/applicable Employee assistance without fear of punitive action.

O. The provisions of this Article shall not require the Employer to offer a rehabilitation or detoxification program to any Employee more than once.

P. All employees are required to notify the Chief of Police when reporting for duty while under a course of treatment that includes prescription medication that is a controlled substance so that a review of the employee's essential job functions and the impact, if any, of those prescription medication can be made. Such information shall be considered confidential medical treatment records and not subject to disclosure except to a Medical Review Officer who shall evaluate the employee's ability to safely perform the essential functions of their position in light of the prescription medication. In lieu of review by a Medical Review Officer, the employee may have their personal physician provide a written certification verifying that the employee's use of the prescription medication that is a controlled substance does not affect the employee's fitness for duty. Said certification shall only be valid where the physician's certification states the physician has reviewed the employee's position description, identifies the prescribed medication, and contains a statement by the physician that the employee's fitness for duty is not affected by the use of the identified prescribed medication.

Q. Drug testing levels are applicable to all testing situations, except for those where an employee has been taking legally prescribed medications and conforming to the prescribed dosage regimen. Any employee who tests the NIDA established levels as a result of a legally prescribed medication shall not be considered to have tested positive under this article if the level reflects the dosage regimen. However, where the level is above the NIDA level and inconsistent with the dosage schedule, the employee shall be considered to having tested positive.

ARTICLE 32
CRITICAL INCIDENT SUPPORT

Section 32.1 Critical Incident Peer Support.

In the event of a critical incident, the Chief of Police shall notify either the internal Colerain Township Police Department Peer Support Team or activate the Tri-state Peer Support Group as soon as practical. The internal Peer Support Team will be activated by notifying the Peer Support Team Lead and Tri-state Peer Support Group will be activated through Hamilton County Communications Center.

A. Critical Incident definition

A critical incident is defined as any unanticipated event or group of events, which can overwhelm the usual coping skills of an individual or group.

B. Activation:

Critical Incident Peer Support will be contacted and asked to respond for the following situations:

1. Any officer related shooting involving a member of the bargaining unit (with the exception of the killing of an animal) whether or not officers returned fire;

2. Any hostage situation;

3. A serious physical assault upon a law enforcement officer or a natural disaster;

4. Any incident involving multiple fatalities;

5. The suicide of any member of the police department;

6. Any other time deemed necessary by any member or the chief or his designee (e.g., an incident involving the death of a child or several incidents within a short period of time which may overwhelm employees, etc.).

ARTICLE 33
FIT FOR DUTY EXAMINATIONS

Section 33.1. The Employer may require that an employee take a medical/fit for duty examination if it has a reason to believe the employee's ability to perform the essential duties of their positions is in doubt. An examination will not be mandated to supplant disciplinary action.

Section 33.2. While the employee is waiting to be scheduled by the employer for the examination, the employee shall be placed on paid administrative leave and shall remain on such status until a final determination is made. While on administrative leave, the employee shall be placed on a M-F, 0800 to 1600 schedule. During these hours, the employee must be available to respond to the Township or appointment scheduled by the Township within two (2) hours of notification up to once a day. Likewise, during these hours the employee is expected to only engage in behaviors that would reflect favorably on the Township.

Section 33.3. The examination shall be conducted by a licensed physician (for physical consideration) or Psychologist/Psychiatrist (for mental consideration) in good standing and qualified with respect to the subject matter to determine the employee's physical or mental capability to perform the essential duties of the employee's position. The cost of such examination shall be paid by the employer.

Section 33.4. If the employee disagrees with the determination of the examination arranged for by the Township, the employee may be examined by a physician or Psychologist/Psychiatrist in good standing and qualified with respect to the subject matter at the employee's expense. At the time of the Employee's appeal he or she will be removed from paid administrative leave and placed on sick leave.

Section 33.5. Should the two reports conflict, the employee shall be returned to paid administrative leave and a third opinion shall be rendered by a neutral physician or Psychologist/Psychiatrist chosen by the first two examiners who is in good standing and qualified with respect to the subject matter with emphasis on someone familiar with the culture of Law Enforcement. The cost of the third physician or Psychologist/Psychiatrist shall be paid by the Employer. The third physician or Psychologist/Psychiatrist will be given access to conflicting opinions upon their request. This third opinion shall be the final opinion.

Section 33.6. If the employee is found not qualified due to illness or disabling condition, the employee shall be placed on sick leave, leave without pay or disability separation.

Section 33.7. Reinstatement: Reinstatement rights upon granting of disability leave extend for three (3) years if the employee receives no State of Ohio benefit and for five (5) years if the employee receives a State of Ohio benefit. Upon reinstatement from a disability leave, an employee will be returned to the same or similar position.

Section 33.8. Reinstatement Procedures: An employee who has been granted a disability leave may make a written application to be reinstated and must successfully pass a medical examination showing full qualifications to perform the duties of the position. This examination will be made promptly and scheduled within thirty (30) days of making application barring any exigent circumstances. This examination will be paid for by the Township. An employee who passes the medical examination

showing full qualifications to perform the duties of the position shall be returned to work within ten (10) days of notification.

Section 33.9. Disability Separation/Retirement: An employee whose disability prevents reinstatement from disability leave may wish to apply to the Public Employees Retirement System (PERS) for a disability retirement. Should a disability retirement be approved, such a separation from township service will be properly reported to the appointing authority.

Section 33.10. Failure to Return: An employee who does not return from disability leave, and who does not take a disability retirement, or formally resign, will be terminated at the end of the approved leave by means of a personnel action designated as "failure to return from disability leave."

IN WITNESS WHEREOF, the partied have hereunto set their hands this _____ day of December, 2022.

For the Township:

_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Township Administrator	Date

For the Union:

_____	_____
FOP, Ohio Labor Council	Date
_____	_____
Union Representative	Date
_____	_____
Union Representative	Date
_____	_____
Union Representative	Date
_____	_____
Union Representative	Date

As to Form:

_____	_____
Law Director	

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Motion Authorizing the Township Administrator to Execute a Memorandum of Understanding with the Fraternal Order of Police - Blue Unit

Recommend ADOPTION of the Motion.

Rationale:

Over the past year, the Township has seen a higher than usual level of turnover in the police department for police officers. The Township has operated most of the year down 5-10 authorized officer positions.

In reviewing comparable collective bargaining agreements with our peers, it was evident that Colerain was significantly behind the curve in compensation. For example, Green Township pays their police officers nearly $20,000 more than Colerain on day one with their department.

This Memorandum of Understanding (MOU) corrects several pay issues and establishes new language in the contract for Fitness for Duty testing, annual medical testing, drug testing, and other changes. Since Sergeant pay is based on officer pay, an MOU was also required with this bargaining unit.

MEMORANDUM OF UNDERSTANDING

The Colerain Township Board of Trustees and the Fraternal Order of Police, Ohio Labor Council, Inc., referred to as "the Parties," hereby agree to the following Articles (Article 7 Grievance Procedure, Article 15 Wages and Compensation, Article 18 Holidays/Personal Leave, Article 19 Vacations and Article 28, Medical/Physical Examination)of the current collective bargaining agreement between them, 20-MED-09-0970 (Police Officers), set to expire as of December 31, 2023, will be amended as attached. Additionally, the Parties agree Article 32 Critical Incident Support and Article 33 Fit for Duty Examinations will be added to the Agreement. Finally, the Parties agree the terms of this MOU are enforceable through the grievance procedure outlined in the contract.

ARTICLE 7
GRIEVANCE PROCEDURE

Section 7.1

The term grievance shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Articles of this Agreement or those matters which are controlled by the provisions of Federal and/or State Laws and/or by the United States or Ohio State Constitution.

Section 7.2

All grievances must be presented at the proper step and time in progression in order to be considered at the next step. Grievances involving lost pay discipline (suspension, reduction in pay, removal or discharge) shall be initiated at Step 3.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal.

Any grievance not answered by the Employer's representatives within the stipulated time limits, within the first two steps of the grievance procedure, shall be deemed denied and may be advanced by the employee to the next step in the grievance procedure, and will be heard and responded to as outlined in this article. Time limits set forth herein may only be extended by mutual agreement. Where a group of bargaining unit employees desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a like manner, one member selected by such a group will process the grievance, and shall so indicate that the grievance is a group grievance.

A grievance may be brought by any member of the bargaining unit on their own behalf. The Union or their representative shall have the right to be present at the settlement of any grievance brought by an employee on their own behalf.

Section 7.3

A grievance must be submitted to the grievance procedure within ten (10) calendar days after an employee knows or should have known the facts giving rise to the grievance, otherwise it will be considered not to have existed.

Section 7.4

All grievances must be submitted in writing and should contain the following information to be considered:

1. Aggrieved employee 's name and signature;
2. Date grievance was filed in writing;
3. Date, time and location of grievance;
4. Description of incident giving rise to the grievance;
5. Date grievance was first discussed;
6. Name of supervisor with whom grievance was discussed;
7. Article and section of the Agreement alleged to have been violated; and
8. Desired remedy to resolve grievance.

Section 7.5

The following steps shall be followed in the formal processing of grievances:

Step 1.

A grievance may be submitted by the employee to the employee's immediate supervisor, or the supervisor's designee within the time limits set forth in Section 7.4. It shall be the responsibility of the Supervisory Officer or their designee to investigate the matter and to provide a written answer to the employee within ten (10) calendar days following the day on which the matter was submitted to him.

In the event that the employee's "immediate supervisor" is the Police Chief (i.e., no person holding a rank above Sergeant and authorized by the Police Chief to hear grievances has then been appointed), the Police Chief shall hear the grievance in this step 1, and step 2 shall be skipped.

Step 2.

A grievance unresolved at Step 1 may be submitted by the employee to the Police Chief or their designee within seven (7) calendar days of the presentation of the Step 1 answer. It shall

be the responsibility of the Police Chief or their designee to investigate the matter and to provide a written answer to the employee within seven (7) calendar days following the day on which the matter was submitted to the Police Chief.

Step 3.

A grievance unresolved at Step 2 may be submitted by the employee to the Township Administrator within seven (7) calendar days of the presentation of the Step 2 answer. The Administrator or their designee shall meet with the employee and a representative of the Union if the employee desires, and provided that Article 3, Section 3.4 is not violated, within ten (10) calendar days of submission of the - grievance to Step 3, to discuss the grievance. The Administrator or their designee shall provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 4. Arbitration.

A grievance unresolved at Step 3 may be submitted to arbitration upon request of the Union or their representative in accordance with the provisions of Section 7.7 of this Article hereinafter set forth.

Section 7.6

The Union or their representative, based upon the facts presented, has the right to decide whether to submit a grievance for arbitration. Within fourteen (14) calendar days from the date of the final answer on a grievance from Step 3, the Union or their representative shall notify the Employer in writing of its intent to seek arbitration over an unresolved grievance. The Union or their representative may withdraw its request to arbitrate at any time prior to the actual hearing. Should the decision be made to withdraw the grievance, the Union agrees to promptly notify the Township of its' decision. Any cancellation fee due the arbitrator shall be paid by the party or parties canceling the arbitration. Any grievance not submitted within the fourteen (14) calendar day period described above shall be deemed settled on the basis of the last answer given by the Employer or its representative.

A. After receipt of a request to arbitrate, the representatives of each of the parties shall select an arbitrator. The arbitrator shall be selected in the following manner: the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested to submit a panel list of seven (7) arbitrators. The parties shall alternately strike the names of the arbitrators until only, one name remains. The person whose name remains shall be the arbitrator.

   The arbitrator shall limit their decisions strictly to the interpretation, application or enforcement of specific Articles of this agreement. They may not modify or amend this Agreement.

B. The question of the arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the

arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines the grievance is arbitrable, the alleged grievance will be heard on its merits before the same arbitrator.

C. The decision of the arbitrator shall be final and binding on the grievant, the Union or their representative, and the Employer. The arbitrator shall render their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final briefs.

The costs of the services and expenses of the arbitrator and hearing room expenses, if any, shall be borne equally by the Employer and the Union or their representative. The expenses of any witnesses shall be borne by the party calling them. The fees of the court reporter shall be paid by the party requesting the reporter, or split equally by the parties if both parties desire a reporter.

Any bargaining unit member whose attendance is required by the Employer for such hearing shall not lose pay or benefits to the extent such hearing hours are during normal scheduled working hours on the day of hearing.

Section 7.7

The Union or grievant shall use a grievance form which shall provide the information outlined in Section 7.5. The Union shall have the responsibility for the duplication, distribution, and their own accounting of the grievance forms.

ARTICLE 15
WAGES AND COMPENSATION

Section 15.1

Employees shall be compensated according to the following pay scale:

Years of Employment	**2021**	**2022**	**2023**
1st Year of Employment	53,000.00	53,000.00	$33.65 hr.
2nd Year of Employment	55,000.00	55,000.00	$35.58 hr.
3rd Year of Employment	58,000.00	58,000.00	$37.50 hr.
4th Year of Employment	63,000.00	63,000.00	$40.38 hr.
5th Year of Employment	68,000.00	68,000.00	$40.38 hr.
6th Year of Employment	73,000.00	73,000.00	$40.38 hr.
7th + Year of Employment	75,000.00	77,250.00	$40.38 hr.

Section 15.2

Any police officer who, in the absence of a supervisor, is designated by the Police Chief as an officer-in-charge shall receive additional compensation. Such compensation shall be paid at an hourly rate of $1.70 per hour. The term " Senior Officer" shall have the same meaning as Officer in Charge and shall receive the same compensation as Officer in Charge when acting in that capacity. Absence of a supervisor shall mean that time when no police officer of the rank of sergeant or above is actually on duty.

Section 15.3 - Field Training Officers

Employees that are FTO's (Certified Field Training Officers) will receive one (1) hour of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first one (1) hour beyond the end of their shift. For officers working an eight (8) hour day, they shall receive thirty (30) minutes of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first thirty (30) minutes beyond the end of their shift.

Section 15.4 - Longevity

Employees with five (5) or more years of continuous service, calculated on July 1st of each year, as a full time police officer in Colerain Township shall receive longevity pay as follows:

A. 5 – 10 Years of continuous service $2,000.00
   11 + Years of continuous service $2,000.00 plus $100.00 for every additional year following the 10th year.
   i.e: 11 years = $2,100.00
   12 years = $2,200.00
   13 years = $2,300.00
   14 years = $2,400.00
   15 years = $2,500.00
   etc.

B. Longevity payments shall be made in one lump sum amount on the first pay period following July 1st of each year.

ARTICLE 18
HOLIDAYS/PERSONAL LEAVE

Section 18.1

The Employer shall recognize each of the following days as a paid holiday:

New Year's Day	Labor Day
Martin Luther KingDay	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

An employee, while on any unpaid leave of absence will not receive holiday pay compensation.

Section 18.2

If an employee is scheduled to, and works, on a Holiday listed in Section 18.1, that employee shall be paid at a rate equal to one and one half (1 1/2) times their regular rate of pay for all hours worked. This is in addition to their regular Holiday Pay.

Section 18.3

Holiday pay is equal to the actual hours worked at the employee's regular rate of pay.

Section 18.4

Employees will be granted two (2) personal days annually. Unused personal days as of December 31st shall be forfeited.

ARTICLE 19
VACATIONS

Section 19.1

Employees shall earn vacation leave according to their number of years of full-time service with governments from Ohio, Indiana, and Kentucky and shall be accrued each pay period as follows:

A. Zero (0) through 2,190 calendar days - 80.0 hours (or its equivalent), computed 3.1 hours per pay period.

B. 2,191 through 4,015 calendar days - 120 hours (or its equivalent), computed 4.6 hours per pay period.

C. 4,016 through 5,840 calendar days - 144 hours (or its equivalent), computed 5.54 hours per pay period.

D. 5,841 through 9,490calendar days - 176 hours (or its equivalent, computed 6.77 hours per pay period.

E. 9,491 or more calendar days - 200 hours (or its equivalent), computed 7.7 hours per pay period.

Section 19.2

Vacation credit accrues while on vacation, military leave, and sick time. No vacation credit is earned while an employee is in no pay status other than military leave. Pro-rated vacation credit is given for any part of a pay period.

Section 19.3

Vacation requests shall be honored on the basis of the employee's seniority, subject to the following:

A. Vacations are scheduled and approved in accordance with the workload requirements of the Police Chief;

B. Once an employee has designated their vacation time off and it has been approved, no other employee can bump that employee to another time; and

C. Once an employee has picked their date of vacation, they may change to another provided that they notify the employer one week in advance of the change.

Section 19.4

A. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.

B. Once per year, employees shall have the right to convert to cash up to a total of forty (40) hours of accrued vacation at the employee's hourly rate in effect at the time of the conversion. An employee desiring to convert vacation must give written notice to the employer prior to November 1. Payment will be by way of a separate check.

C. Vacation hours in excess of two year's vacation time accrual shall be forfeited.

Section 19.5

Any employee who separates from the service shall be paid for any earned but unused vacation leave for which they are eligible.

Section 19.6

Any employee hospitalized while on vacation shall, upon request and upon submission of sufficient evidence of the hospitalization, be entitled to change their status to sick leave for all days hospitalized and any subsequent days necessary for recovery. Upon submission of the request with verification of hospitalization, any vacation charged to the employee for the duration of the illness shall be restored to their credit.

ARTICLE 28
MEDICAL/PHYSICAL EXAMINATION

Section 28.1Physical Examination

The Board of Trustees will provide each employee with a complete physical (every 2 years if under 40 years of age and yearly if over 40 years of age). The physical will be conducted by a physician of the Township's choosing.

Section 28.2 Physical Fitness Testing

A. Participation in the Colerain Township Police Department's Physical Fitness Testing Program shall be completely voluntary. An officer's decision not to participate or fail to meet the standards set in accordance with subsection "C" below shall not result in discipline nor be held against the officer in any assignment or promotional process.

B. The components of the test shall be the completion of the department developed obstacle course. This obstacle course is comprised, but not limited to, the following obstacles: vehicle push, wall scale, stair climb and descent, sit-ups, window entry, push-ups, dummy drag, gun dry fire simulation, and jog/run between obstacles.

C. The Chief of Police reserves the sole right and discretion to: (a) establish different physical fitness tests as an option to the current test, provided that the current test is maintained (if optional tests are established, employees may elect to participate in either the current test or an optional test); and (b) assign the personnel in charge of determining pass/fail of the physical fitness tests.

D. Employees who pass two (2) physical fitness tests given at separate times in the same calendar year (projected test times as April/May and September/October) shall receive a lump sum payment equivalent to one percent (1%) of their annual base salary, less applicable deductions, in the first pay period in December. The employee must be employed by Colerain Township Police Department at the time of the payment in order to qualify for the payment.

Section 28.3 Alcohol/Drug Testing

A. It is the policy of the Colerain Township Police Department that the public and all Township employees have the absolute right to expect persons employed by the Police Department will be free from the effects of drugs and alcohol. The Township, as the Employer, has the right to expect its Employees to report to work fit and able for duty and to set a positive example for the community and the organization. The goals of this policy shall be achieved in such a manner as not to violate any Employee's administrative or constitutional rights.

B. All Employees shall be subject to random drug testing on an annual basis through a computer-generated process of selecting individuals. Employees will have an equal chance of being tested each time selections are made. Dates for testing shall be unannounced and spread throughout the calendar year.

Any bargaining unit employee who has been ordered to undergo a random drug test may, upon timely request, be accompanied to the testing site by a coworker of their choice. No test will be delayed due to the tardiness of the employee's coworker.

C. Alcohol/drug screening/testing shall be conducted as part of the pre-employment testing process for full-time employees. Testing under this section shall not be considered the random test for an employee. The Township may require any individual who is within seven (7) days of completing their probationary period to be tested under this section. .

D. The Employer may also test Employees for drug or alcohol when it has a reasonable suspicion to suspect the use of drugs or alcohol. If reasonable suspicion testing occurs, it will not be considered an Employees random test and the Employee will still be subject to selection for random testing.

Reasonable suspicion that an Employee used or is using drugs or alcohol in an unlawful manner may be based upon but not limited to:

a. Observable phenomena, such as direct observation or drug of alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;

b. A pattern of abnormal conduct or erratic behavior;

c. Arrest or conviction for a drug or alcohol-related offense, or the identification of an Employee as the focus of a criminal investigation into illegal drug or alcohol possession, use or trafficking;

d. Information provided either by reliable and credible sources or independently corroborated;

e. Evidence that an Employee may have tampered with a previous drug test; and

f. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

E. Drug/Alcohol testing shall be ordered by the Employer. The testing shall be conducted solely for administrative purposes. Results obtained shall be held in complete confidence and shall not be used in criminal proceedings against the affected employee. The parties agree that the Employer will respond if test results are subpoenaed or requested through other legal discovery. This procedure shall not preclude the Employer from other administrative actions, but action shall be based solely upon the initial testing alone. The maximum accepted tolerance for alcohol will be .04.

F. All drug screening tests shall be conducted by medical laboratories meeting the standards of the National Institute of Drug Abuse and the National Institute of Health. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody. All samples collected shall be contained in two (2) separate

containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this article. A Medical Review Officer shall review all confirmed positive results from the laboratory.

G. Alcohol testing shall be done in accordance with the law of the State of Ohio to detect drivers operating a motor vehicle under the influence.

H. The results of the testing shall be delivered to the Employer and the tested Employee. An Employee whose confirmatory test results are positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The Employee shall provide a signed release for disclosure of the testing results to the Employer only. A representative for the Bargaining Unit shall have a right of access to the results upon request to the Employer, with that Employee's written consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline, up to and including termination.

I. If a drug-screening test is positive, a confirmatory test shall be conducted utilizing the samples collected in the manner prescribed above. If any confirmation drug test results are positive, the employee is entitled to have the split sample tested by another DHHS-certified lab in the manner prescribed above at the employee's expense. The employee must request the split sample test within seventy-two (72) hours of being notified of a positive result. The results of this test, whether positive or negative, shall be determinative. A list of three (3) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

J. After the testing required above has produced a positive result, the Employee shall be permitted to participate in any rehabilitation or detoxification program covered by insurance, or of the Employee's choice. Any discipline allowed by the positive findings provided for above shall be deferred pending successful rehabilitation of the Employee within a reasonable period. An Employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of the rehabilitation or detoxification program, utilizing sick time and vacation leave for the period of the rehabilitation or detoxification program. If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retesting demonstrating that the Employee is no longer abusing a controlled substance, the Employee shall resume full duties at a like-position to the one held by the employee prior to the medical leave. Such Employee may be subject to random testing upon return to work for a period of two (2) years from the date of return to work. Any Employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the Employee to be placed on medical leave without pay, for a period not to exceed twelve (12) weeks.

K. If the Employee refuses to undergo rehabilitation or detoxification or if the tests are positive during a re-testing return to work for such a program, the Employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

L. If an employee has not voluntarily submitted to a program of rehabilitation under this article, or tests positive for the use of illegal drugs or if the employee tests positive at any time within one (1) year after their return to work upon completion of a program, such employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

The term "drug" includes all controlled substances as defined in the Ohio Revised Code. The term "illegal drugs" includes any controlled substance that has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.

M. Costs of all drug screening tests, and confirmatory tests shall be borne by the Employer except that any tests initiated at the request of the Employee shall be at the Employee's expense.

N. Any member may voluntarily present themselves as an alcohol abuser, or a person with tendencies toward drug abuse and volunteer for rehabilitation or detoxification or any other relevant/applicable Employee assistance without fear of punitive action.

O. The provisions of this Article shall not require the Employer to offer a rehabilitation or detoxification program to any Employee more than once.

P. All employees are required to notify the Chief of Police when reporting for duty while under a course of treatment that includes prescription medication that is a controlled substance so that a review of the employee's essential job functions and the impact, if any, of those prescription medication can be made. Such information shall be considered confidential medical treatment records and not subject to disclosure except to a Medical Review Officer who shall evaluate the employee's ability to safely perform the essential functions of their position in light of the prescription medication. In lieu of review by a Medical Review Officer, the employee may have their personal physician provide a written certification verifying that the employee's use of the prescription medication that is a controlled substance does not affect the employee's fitness for duty. Said certification shall only be valid where the physician's certification states the physician has reviewed the employee's position description, identifies the prescribed medication, and contains a statement by the physician that the employee's fitness for duty is not affected by the use of the identified prescribed medication.

Q. Drug testing levels are applicable to all testing situations, except for those where an employee has been taking legally prescribed medications and conforming to the prescribed dosage regimen. Any employee who tests the NIDA established levels as a result of a legally prescribed medication shall not be considered to have tested positive under this article if the level reflects the dosage regimen. However, where the level is above the NIDA level and inconsistent with the dosage schedule, the employee shall be considered to having tested positive.

ARTICLE 32
CRITICAL INCIDENT SUPPORT

Section 32.1 Critical Incident Peer Support.

In the event of a critical incident, the Chief of Police shall notify either the internal Colerain Township Police Department Peer Support Team or activate the Tri-state Peer Support Group as soon as practical. The internal Peer Support Team will be activated by notifying the Peer Support Team Lead and Tri-state Peer Support Group will be activated through Hamilton County Communications Center.

A. Critical Incident definition

A critical incident is defined as any unanticipated event or group of events, which can overwhelm the usual coping skills of an individual or group.

B. Activation:

Critical Incident Peer Support will be contacted and asked to respond for the following situations:

1. Any officer related shooting involving a member of the bargaining unit (with the exception of the killing of an animal) whether or not officers returned fire;

2. Any hostage situation;

3. A serious physical assault upon a law enforcement officer or a natural disaster;

4. Any incident involving multiple fatalities;

5. The suicide of any member of the police department;

6. Any other time deemed necessary by any member or the chief or his designee (e.g., an incident involving the death of a child or several incidents within a short period of time which may overwhelm employees, etc.).

ARTICLE 33
FIT FOR DUTY EXAMINATIONS

Section 33.1. The Employer may require that an employee take a medical/fit for duty examination if it has a reason to believe the employee's ability to perform the essential duties of their positions is in doubt. An examination will not be mandated to supplant disciplinary action.

Section 33.2. While the employee is waiting to be scheduled by the employer for the examination, the employee shall be placed on paid administrative leave and shall remain on such status until a final determination is made. While on administrative leave, the employee shall be placed on a M-F, 0800 to 1600 schedule. During these hours, the employee must be available to respond to the Township or appointment scheduled by the Township within two (2) hours of notification up to once a day. Likewise, during these hours the employee is expected to only engage in behaviors that would reflect favorably on the Township.

Section 33.3. The examination shall be conducted by a licensed physician (for physical consideration) or Psychologist/Psychiatrist (for mental consideration) in good standing and qualified with respect to the subject matter to determine the employee's physical or mental capability to perform the essential duties of the employee's position. The cost of such examination shall be paid by the employer.

Section 33.4. If the employee disagrees with the determination of the examination arranged for by the Township, the employee may be examined by a physician or Psychologist/Psychiatrist in good standing and qualified with respect to the subject matter at the employee's expense. At the time of the Employee's appeal he or she will be removed from paid administrative leave and placed on sick leave.

Section 33.5. Should the two reports conflict, the employee shall be returned to paid administrative leave and a third opinion shall be rendered by a neutral physician or Psychologist/Psychiatrist chosen by the first two examiners who is in good standing and qualified with respect to the subject matter with emphasis on someone familiar with the culture of Law Enforcement. The cost of the third physician or Psychologist/Psychiatrist shall be paid by the Employer. The third physician or Psychologist/Psychiatrist will be given access to conflicting opinions upon their request. This third opinion shall be the final opinion.

Section 33.6. If the employee is found not qualified due to illness or disabling condition, the employee shall be placed on sick leave, leave without pay or disability separation.

Section 33.7. Reinstatement: Reinstatement rights upon granting of disability leave extend for three (3) years if the employee receives no State of Ohio benefit and for five (5) years if the employee receives a State of Ohio benefit. Upon reinstatement from a disability leave, an employee will be returned to the same or similar position.

Section 33.8. Reinstatement Procedures: An employee who has been granted a disability leave may make a written application to be reinstated and must successfully pass a medical examination showing full qualifications to perform the duties of the position. This examination will be made promptly and scheduled within thirty (30) days of making application barring any exigent circumstances. This examination will be paid for by the Township. An employee who passes the medical examination

showing full qualifications to perform the duties of the position shall be returned to work within ten (10) days of notification.

Section 33.9. Disability Separation/Retirement: An employee whose disability prevents reinstatement from disability leave may wish to apply to the Public Employees Retirement System (PERS) for a disability retirement. Should a disability retirement be approved, such a separation from township service will be properly reported to the appointing authority.

Section 33.10. Failure to Return: An employee who does not return from disability leave, and who does not take a disability retirement, or formally resign, will be terminated at the end of the approved leave by means of a personnel action designated as "failure to return from disability leave."

IN WITNESS WHEREOF, the partied have hereunto set their hands this _____ day of December, 2022.

For the Township:

_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Township Administrator	Date

For the Union:

_____	_____
FOP, Ohio Labor Council	Date
_____	_____
Union Representative	Date
_____	_____
Union Representative	Date
_____	_____
Union Representative	Date
_____	_____
Union Representative	Date

As to Form:

_____	_____
Law Director	

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Motion Authorizing the Township Administrator to Execute and Agreement with the Ohio Plan for Property and Casulty Insurance in the amount of $304,815

Recommend ADOPTION of the Motion.

Rationale:

In December of each year, the Township is required to execute a new agreement for property and casualty insurance. Due to ongoing litigation, the Township has opted to renew the Ohio Plan. If the Township were to select a new plan, they would jeopardize coverage for any existing lawsuits, thereby exposing the Township to potential future costs for defense coverage. The Township is seeing an increase in the overall cost of property and casualty insurance premiums. This is primarily driven by a high loss ratio, as the Township's loss ratio has exceeded 82% in 2022. Inflationary pressures are also contributing to increases in rates.

The Township has already started the process of engaging our insurance broker (Hylant) to go out to market for a full bid in 2023. For most years, Hylant will negotiate with several vendors on the Township's behalf to secure the best rate. Given the volatility of the insurance market and the rise in rates, it is prudent for the Township to engage in a full bid review next year. Right now, the Township is a member of an insurance pool, meaning that our risk is spread with all other entities in the pool.

HYLANT

INSURANCE PROPOSAL

Colerain Township, Hamilton

PRESENTED BY:

MARK RENSKE
CLIENT EXECUTIVE

KATE MEEKER
ASSOCIATE CLIENT SERVICE MANAGER

Office – 50 E-Business Way, Ste 420 | Cincinnati, OH 45241
P (513) 985-2400 **F** (513) 985-2404

hylant.com

Premium Summary

POLICY	2021/22 EXPIRING PREMIUM	2022/23 PROPOSED PREMIUM
Package	$238,667	$279,998
Membership Fee	$5,175	$5,813
Advantage Credit	($5,225)	($5,996)
Agency Fee	$25,000	$25,000
TOTAL	**$263,617**	**$304,815**

OPTIONAL COVERAGE ADDITIONS:

COVERAGE	LIMIT	ADDITIONAL PREMIUM
UM/UIM	$250,000	$4,784
UM/UIM	$500,000	$6,537
UM/UIM	$1,000,0000	$8,610

		$25,000 Deductible	$10,000 Deductible	$5,000 Deductible
COVERAGE	LIMIT	ANNUAL PREMIUM	ANNUAL PREMIUM	ANNUAL PREMIUM
Cyber	$250,000	$2,170	$2,729	$3,276
Cyber	$500,000	$3,494	$4,366	$5,241
Cyber	$1,000,000	$4,366	$5,458	$6,553

Hylant Disclaimer / Confidentiality Statement: "The information and concepts provided throughout this document are not intended to express any legal opinion as to the nature of coverage. They are intended to provide a basic understanding of coverages but do not alter any policy conditions. Always refer to your policy(s) for specific coverages, limitations, and restrictions. Any information and concepts outlined are solely for your internal evaluation. Hylant considers this information Confidential and Proprietary and no other use or distribution of these documents is permitted or authorized. All Hylant documents are subject to our record retention policy. Please refer to our website at www.hylant.com for a complete listing of all document types and retention periods for any documents stored within the Hylant organization. Regardless of your choice for premium payment terms, Hylant will not be responsible for the cancellation (and consequences thereof) of your insurance policy(s) due to late payment or non-payment of premium." 12/1/2022

Exposure Comparison

UNDERWRITING INFORMATION	2021/2022	2022/23
PROPERTY AND INLAND MARINE		
Total Insured Value	$29,926,692	$32,380,251
Scheduled and Unscheduled Equipment	$2,980,708	$3,280,287
LIABILITY		
Number of Law Enforcement Officers	56	62
AUTOMOBILE		
Total Auto Units	129	145
Replacement Cost (Fire & Rescue Vehicles)	$6,960,531	$6,995,388
Actual Cash Value (All Other Vehicles)	$3,812,725	$4,203,729

The premium reflects the following changes:

1. Operating expenditures decreased $557,741
2. Increase in property/boiler & machinery values of $2,453,559
3. Increase in number of law enforcement officers of 6
4. Inland marine values increased $299,579
5. Auto units increased 16
6. Auto cost new values increased $391,004
7. Increase in emergency vehicle replacement cost values of $34,857
8. Increase in EDP values increased $14,208
9. Rate increase

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Ohio Plan Package Proposal

Colerain Township

4200 Springdale Road

Cincinnati, OH 45251

Effective Date of Coverage: 12/15/22 to 12/15/23

Prepared by:
Hylant Group
50 E Business Way
Cincinnati, OH 45241

BOARD OF DIRECTORS

With history dating back to 1988, the Ohio Plan Risk Management, Inc. (Ohio Plan) was formed to provide affordable, comprehensive property and liability coverage to Ohio's public entities. The Ohio Plan is managed by a board of directors composed of individual representatives from a diverse selection of local governments. The board of directors ensures the Ohio Plan meets the common needs of all its members.

Board Officers		
Chris Gilbert **Ohio Plan - President** Springfield Township Hamilton County cgilbert@springfieldtwp.org	**Joel Montgomery** **Ohio Plan – Vice President** City of Wooster Wayne County jmontgomery@woosteroh.com	**Bret Henninger** **Ohio Plan - Secretary** Great Parks Hamilton County bhenninger@greatparks.org

Board Members		
John Applegate City of Union Montgomery County japplegate@unionoh.org	**Erika Buri** The Olander Park System Lucas County eburi@olanderpark.com	**Jim Crandall, CPA** Muskingum Watershed Conservancy District Tuscarawas County jcrandall@mwcd.org
Jamie Giguere City of Wauseon Fulton County Jamie.giguere@cityofwauseon.com	**Michael Hampton** Springfield Township Lucas County mhampton@springfieldtownship.net	**Kerry Reed** Newton Falls Public Library Trumbull County kerryreed@newtonfalls.org
Joseph F. Stefanov City of New Albany Franklin County jstefanov@newalbanyohio.org		**Jennifer Wilder** City of Oakwood Montgomery County wilder@oakwood.oh.us

Entity Name: Colerain Township

SUMMARY OF COVERAGE

PROPERTY COVERAGE	LIMITS
Building and Personal Property	$30,203,711
Specific Building and Personal Property	$2,176,540
See the Property Schedule for those locations covered on a blanket limit vs. specific basis.	
Flood and Mudslide	$1,000,000
Earthquake and Volcanic Eruption	$2,000,000
Business Income with Extra Expense	$500,000
Legal Liability – Real Property	$1,000,000
Ordinance or Law Coverage	$500,000
Deductibles	
Building and Personal Property	$2,500
Electric Substations and Transformers	$10,000
Flood and Mudslide	$25,000
Earthquake and Volcanic Eruption	$25,000
Unmanned Aerial Systems	
Causes of Loss	Special Form
Coinsurance	Agreed Amount
Valuation	See Property Schedule
<u>Additional Property Coverage/Extensions</u>	
Accounts Receivable	$250,000
Animal Mortality/Injury	$40,000
Arson Reward	$25,000
Athletic Fields – Natural and Artificial Turf	$200,000
Builders Risk	$500,000
Cemetery Buildings	$25,000
Claim Preparation Expense	$50,000
Commandeered Property	$100,000
Crime Reward	$1,000 Per Person Subject to $5,000 Maximum
Electronic Data	$1,000
Expediting Expense	$250,000

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

Additional Property Coverage/Extensions

Fine Arts	$25,000
Fire Department Service Charge	Actual Fire Department Service Charge
Fire Protective Devices	$5,000
Lock Re-Keying	$2,500
Newly Acquired/Constructed	
Building	$2,000,000
Personal Property	$1,000,000
Non-owned Detached Trailers	$5,000
Outdoor Property	$100,000
Paved Surfaces	$100,000
Personal Effects of Employees – Per Claim	$2,500
Pollutant Clean-up	$100,000
Property in Transit	$100,000
Property Off Premises	$10,000
Spoilage	$25,000
Underground Pipes, Flues or Drains	$1,000,000
Unnamed Location	$750,000
Utility Services (Off Premises Power Interruption)	$25,000
Valuable Papers – Cost to Research	$250,000
No Foundations Exclusion	

EQUIPMENT BREAKDOWN COVERAGE	LIMITS
Property Damage – Any One Accident	$32,380,251
Deductibles	
Property Damage	$2,500
Deep Well Pumps, Electrical Substations and Transformers	$10,000

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OHIO PLAN
Risk Management, Inc

Entity Name: Colerain Township

PROPERTY SCHEDULE

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
1	1	Fire Station- #26	3360 W. Galbraith Road	$1,240,428	$44,885	$ 0	RC	
1	2	Flagpole	3360 W. Galbraith Road	$ 0	$ 0	$ 0	RC	
1	3	Wayne Storage Building	3360 W. Galbraith Road	$13,465	$2,806	$ 0	RC	
2	1	Fire Station #102	11474 Colerain Avenue	$1,240,428	$33,166	$ 0	RC	
2	2	Flagpole	11474 Colerain Avenue	$ 0	$ 0	$ 0	RC	
3	1	Fire House	3251 Springdale Road	$2,479,340	$89,770	$ 0	RC	
3	2	Flagpole	3251 Springdale Road	$ 0	$ 0	$ 0	RC	
3	3	Pre-Fab Storage Building	3251 Springdale Road	$3,367	$5,611	$ 0	RC	
4	1	Fire House #103	6000 Thompson Road	$1,240,428	$11,221	$ 0	RC	
4	2	Storage	6000 Thompson Road	$13,776	$4,489	$ 0	RC	
4	3	Storage	6000 Thompson Road	$16,461	$4,489	$ 0	RC	
4	4	Flagpole	6000 Thompson Road	$ 0	$ 0	$ 0	RC	
5	1	Fire House #109	2850 West Kemper Road	$2,278,421	$56,107	$ 0	RC	
5	2	Flagpole	2850 West Kemper Road	$ 0	$ 0	$ 0	RC	
6	1	Training Center	11865 Old Colerain Road	$1,859,884	$27,638	$ 0	RC	

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OHIO PLAN
Risk Management, Inc

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
6	2	Flagpole	11865 Old Colerain Road	$ 0	$ 0	$ 0	RC	
7	1	Community Center	4300 Springdale Road	$1,952,114	$224,426	$ 0	ACV	X
7	2	Storage-Garage	4300 Springdale Road	$20,314	$5,611	$ 0	RC	
7	3	Flagpole	4300 Springdale Road	$ 0	$ 0	$ 0	RC	
8	1	Government Facility	4200 Springdale Road	$6,028,775	$224,426	$ 0	RC	
8	2	Fire Training Tower	4200 Springdale Road	$991,059	$ 0	$ 0	RC	
8	3	Gazebo	4200 Springdale Road	$4,202	$ 0	$ 0	RC	
8	4	Flagpole	4200 Springdale Road	$ 0	$ 0	$ 0	RC	
9	1	Public Services Facility	4160 Springdale Road	$3,843,986	$168,319	$ 0	RC	
9	2	Pole Barn (Dale Woods Way)	4160 Springdale Road	$157,374	$56,107	$ 0	RC	
9	3	Storage Buildng (Dale Woods Way)	4160 Springdale Road	$114,878	$ 113	$ 0	RC	
9	4	Salt Storage (Dale Woods Way)	4160 Springdale Road	$410,947	$11,221	$ 0	RC	
9	5	Flagpole	4160 Springdale Road	$ 0	$ 0	$ 0	RC	
9	6	Fleet Maintenance	4160 Springdale Rd	$ 0	$829,159	$ 0	RC	
11	1	Northgate Mall Police Substation	9687 Colerain Avenue	$ 0	$28,054	$ 0	RC	
12	1	Northgage Mall Fire Substation	9501 Colerain Avenue	$ 0	$28,054	$ 0	RC	
13	1	90 Light Poles with Fixtures	Various (5 Locations)	$ 0	$ 0	$335,178	RC	
14	1	10 Ornamental Lights/Poles	Various (3 Locations)	$ 0	$ 0	$15,411	RC	

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OHIO PLAN
Risk Management, Inc

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
15	1	Building & Garage - Colerain Park	4725 Springdale Road	$529,913	$84,161	$ 0	RC	
15	3	Storage - Colerain Park	4725 Springdale Road	$9,222	$112,212	$ 0	RC	
15	4	Shelter - Colerain Park	4725 Springdale Road	$42,613	$ 113	$ 0	RC	
15	5	Shelter - Colerain Park	4725 Springdale Road	$43,430	$ 113	$ 0	RC	
15	6	Shelter - Colerain Park	4725 Springdale Road	$43,430	$ 113	$ 0	RC	
15	7	Shelter - Colerain Park	4725 Springdale Road	$43,430	$ 113	$ 0	RC	
15	8	Restroom - Colerain Park	4725 Springdale Road	$58,956	$ 113	$ 0	RC	
15	9	Restroom - Colerain Park	4725 Springdale Road	$60,125	$ 113	$ 0	RC	
15	10	Restroom with Concession Stand - Colerain Park	4725 Springdale Road	$104,022	$1,122	$ 0	RC	
15	11	Maintenance Garage - Colerain Park	4725 Springdale Road	$43,430	$1,122	$ 0	RC	
15	12	Ampitheater - Colerain Park	4725 Springdale Road	$69,115	$ 0	$3,000	RC	
15	13	Boardwalk w/ Observation Deck - Colerain Park	4725 Springdale Road	$26,151	$ 0	$ 0	RC	
15	14	Playground Equipment - Colerain Park	4725 Springdale Road	$ 0	$ 0	$1,000,000	RC	
15	15	Fencing, Playground Equipment, Benches, Ball Field	4725 Springdale Road - Colerain Park	$ 0	$ 0	$151,770	RC	
15	15	Flagpole	4725 Springdale Road	$ 0	$ 0	$ 0	RC	
16	1	Shelter - Clippard Park	3514 Bevis Lane	$43,371	$ 0	$ 0	RC	

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PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
16	2	Shelter - Clippard Park	3514 Bevis Lane	$43,371	$ 0	$ 0	RC	
16	3	Open Shelter (Large) - Clippard Park	3514 Bevis Lane	$49,501	$ 0	$ 0	RC	
16	4	Sprayground - Clippard Park	3514 Bevis Lane	$185,861	$ 0	$ 0	RC	
16	5	Playground Equipment, Fencing - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$17,512	RC	
16	6	Playground - Clippard Park	3514 Bevis Lane	$371,602	$ 0	$ 0	RC	
16	7	Restrooms - Clippard Park	3514 Bevis Lane	$222,984	$ 113	$ 0	RC	
16	8	Restrooms - Clippard Park	3514 Bevis Lane	$222,984	$ 113	$ 0	RC	
16	9	Skatepark - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$334,478	RC	
16	10	Round Shade Shelter - Clippard Park	3514 Bevis Lane	$5,020	$ 0	$ 0	RC	
16	11	Round Shade Shelter - Clippard Park	3514 Bevis Lane	$5,020	$ 0	$ 0	RC	
16	12	Square Shade Shelter - Clippard Park	3514 Bevis Lane	$6,189	$ 0	$ 0	RC	
16	13	Square Shade Shelter - Clippard Park	3514 Bevis Lane	$6,189	$ 0	$ 0	RC	
16	14	20 Picnic Tables - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$14,242	RC	
16	15	2 Entry Signs - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$7,355	RC	
16	16	Fencing, Benches, Signs, Lights,	3514 Bevis Lane - Clippard Park	$ 0	$ 0	$61,875	RC	

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PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
		Poles						
16	17	4 Dugouts - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$19,731	RC	
17	1	Restroom - Groesbeck Park	8296 Clara Avenue	$148,618	$1,122	$ 0	RC	
17	2	Vinyl Fencing - Groesbeck Park	8296 Clara Avenue	$ 0	$ 0	$55,688	RC	
17	3	Concession Stand - Groesbeck Park	8296 Clara Avenue	$53,120	$1,122	$ 0	RC	
17	4	Maintenance Pole Building - Groesbeck Park	8296 Clara Avenue	$34,906	$1,122	$ 0	RC	
17	5	Scoreboard, Dugouts, Playground Equipment	8296 Clara Avenue - Groesbeck Park	$ 0	$ 0	$127,254	RC	
18	1	Playground Equipment - Palm Park	3251 Springdale Road	$95,265	$ 0	$ 0	RC	
19	1	Playground Equipment - Skyline Park	8400 Pippen Road	$20,483	$ 0	$ 0	RC	
20	1	Playground Equipment - Dravo Park	9225 East Miami River Road	$13,659	$ 0	$ 0	RC	
21	1	Disc Golf, Picnic Tables, Signs, Fence, Misc Items	11405 East Miami River Road - Heritage Park	$ 0	$ 0	$804,733	RC	
21	2	Outhouse Shelter - Heritage Park	11405 East Miami River Road	$9,689	$ 0	$ 0	RC	
21	3	Creedville Toll Booth - Heritage Park	11405 East Miami River Road	$ 0	$ 0	$ 0	RC	
21	4	Flagpole	11405 East Miami River Road	$ 0	$ 0	$ 0	RC	
22	1	Playground & Fencing - Wert Park	3460 West Galbraith Road	$95,265	$ 0	$ 0	RC	
22	2	Garage - Wert Park	3460 West Galbraith Road	$25,218	$5,611	$ 0	RC	

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PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
23	1	Colerain Gateway Memorial Wall, Signage, Lighting	Southwest Corner Springdale/Colerain	$ 0	$ 0	$627,435	RC	
23	2	Decorative Brick Pavers	Southwest Corner Springdale/Colerain	$ 0	$ 0	$23,349	RC	
23	3	Decorative Lighting - 13 Poles	Southwest Corner Springdale/Colerain	$ 0	$ 0	$66,445	RC	
23	4	2 Park Benches, Litter Receptacles, Flagpole	Southwest Corner Springdale/Colerain	$ 0	$ 0	$8,826	RC	
TOTAL				**$26,641,799**	**$2,064,170**	**$3,674,282**		

(1) RC Replacement Cost
ACV Actual Cash Value
FRC Functional Replacement Cost
HV Historical Value

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

SPECIAL PROPERTY COVERAGE	LIMITS
Special Property - Scheduled	$3,101,260
Special Property - Unscheduled Equipment (Any one item $15,000 or less)	$179,027
Deductible	$2,500
Causes of Loss	Special Form
Valuation	Replacement Cost

SCHEDULED FINE ARTS COVERAGE	LIMITS
Fine Arts - Scheduled	$ 0
Deductible	Not Covered
Causes of Loss	Special Form
Valuation	Market Value

TRANSMISSION AND DELIVERY LINE COVERAGE	LIMITS
Transmission And Deliver Line	$ 0
Deductible	Not Covered
Causes of Loss	Special Form
Valuation	Replacement Cost

COMPUTER COVERAGE	LIMITS
Computer Equipment	$270,321
Media and Data	$28,054
Property Away from Premises	$50,000
Computer Virus	$1,000

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Business Income	Not Covered
Extra Expense	$50,000
Deductibles	
Computer Equipment	$2,500
Business Income	Not Covered
Extra Expense	None
Causes of Loss	Special Form
Valuation	
Computer Equipment	Replacement Cost
Data and Media	Reconstruction Cost

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Entity Name: Colerain Township

SPECIAL PROPERTY SCHEDULE

ITEM#	DESCRIPTION	SERIAL NO.	VALUE
1	Mobileview Body Camera (54) and Kiosk (1)		$41,518
2	TI Training Use of Froce Simulator		$31,419
3	1979 Dyna-Pac Vibrator Roller	0530	$12,344
4	1989 Case International Model 2200	5751	$19,076
5	1992 Case Loader/Backhoe M#580SR	9885	$28,054
7	Vermeer 1230 Chipper	0241	$16,832
8	Myers Snow Plow	9983	$3,927
9	Myers Snow Plow	9163	$3,927
10	Onan Generator	1591	$4,321
14	1998 Case Front End Loader	5823	$95,381
15	HP DesignJet T2530 PostScipt Multifunction printer	L2Y26A#B1K; C0C66A	$10,967
16	Zodiac 15' Inflatable Boat		$6,733
17	Bobcat M773	3942	$19,637
19	Exmark Zero Turn Mower – LZX	316641719	$8,182
22	Cub Cadet Mowers	40028	$1,683
23	Cub Cadet Mower	40098	$1,683
24	Cub Cadet Mower	60015	$1,683
25	2022 Exmark	411839991	$11,600
26	Rahn Field Groomer & Blade		$3,816
37	Thermal Imaging Cameras/T1 Model	T113131	$16,832
38	Thermal Imaging Cameras	46004	$16,832
39	Thermal Imaging Cameras/T4 Model	44901	$16,832
40	Thermal Imaging Cameras/TA Model	46019	$16,832
41	Thermal Imaging Cameras	52086	$16,832
42	Thermal Imaging Cameras	43351	$16,832

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
43	Thermal Imaging Cameras	52085	$16,832
44	Thermal Imaging Cameras	50875	$16,832
45	Thermal Imaging Cameras	35663	$16,832
45	2005 Gator	5556	$8,978
46	Thermal Imaging Cameras	3535	$16,832
47	1979 Trailer	1295	$4,489
50	2006 Homesteader Trailer/OK6603	1671	$5,387
52	2004 Utility Trailer	8508	$8,978
53	2006 Marathon HMT-4000 Hauler	2096	$16,832
54	80 Motorola Portable APX6000 w/ remote Microphone		$342,030
55	49 Motorola Mobile APX6500 Radios		$200,814
56	55 Motorola Mobile APX6000 700/800 Model 2.5 Rad		$196,028
57	2008 John Deere 4720 Tractor	4944	$28,054
62	Magnum Light Trailer	6596	$8,978
63	2007 Swenson 1106-1267 Spreader	1844	$4,927
64	2002 Goodroads 120 Snow Plow	0616	$11,221
65	2000 Gledhill 10LSR Snow Plos	1078	$6,283
66	1996 Gledhill 10LSRH Plows	7543	$3,983
67	1996 Gledhill 10LSRH Plows	6201	$3,983
68	1996 Gledhill 10LSRH Plows	4003	$3,983
69	Gledhill 10 LSRH Snow Plow	1428	$3,983
70	2002 Brine Manufacturing ABS-1500		$4,937
71	2005 Caterpillar GP30K Fork Lift	5338	$13,465
72	Snoway Snow Plow	2514	$5,835
73	2002 Goodroads Snow Plow	0460	$11,783
74	2003 Anti-Icing System		$11,839
75	2010 John Deere 6x4 Gator	0479	$9,314
77	2008 Vermeer BC1000XL Chipper	1113	$27,269
78	2008 Snowdogg EX85 Snow Plow		$3,871

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
79	2008 Woods Batwing Mower	3409	$10,940
80	2008 Woods Side Mower	4901	$4,153
84	1989 Case International Trailer	7551	$6,621
86	2011 John Deere 6x4 Gator	0010	$7,070
87	MPH Speed Trailer		$11,221
88	Ultra Interactive Driving Simulator		$13,465
89	2009 Meyer Snow Plow	9401	$5,051
91	Honda Boat Motor 50 HP	1819	$8,416
95	Zodiac MK 111 GR Boat	MS008	$10,429
96	2012 Nboat Trailer	1026	$1,683
97	2001 Boat Trailer	7401	$1,683
98	Warren Plow		$3,255
99	Warren Spreader		$4,489
100	CRAFCO Supershot Tar Machine		$20,761
101	Western Plow		$3,198
102	Warren Spreader		$4,376
104	Achilles SG-140 Rescue Boat	J415	$7,856
106	Honda 30 HP Boat Motor - BF3-DL, RTA	1053	$5,387
107	Cub Cadet Mower - Station 25	60082	$1,683
108	Cub Cadet Mower - Station 109	60086	$1,683
109	JAMAR Black Cat Speed Measuring Device		$4,534
110	“Total Station” Traffic Crash Investigation Tool		$27,638
111	2017 Caterpillar Excavator	308E2CF2 0FJX08657	$121,650
112	75 SCBA Packs @$5,900 each		$473,918
113	43 SCBA Bottles @$728 each		$33,527
114	37 SCBA Mask @$872 each		$34,554
115	Eforce S44-SL Spreader 2.0	1904ES181	$10,335
116	C236-SL2 Cutter	1904ES341	$10,335
117	Eforce 21-36" Ram 2.0	1904ES573	$8,193

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
118	Eforce Ram Kit W/12		$1,339
119	Eforce 110 Volt AC Adapter		$1,066
120	Eforce S53 Spreader 2.0	1901ES453	$10,549
121	C236-SL2 Cutter 2.0	1902ES273	$10,335
122	Eforce 31 Ram 2.0	1905CR3102	$8,461
123	Eforce 110 Volt AC Adapter		$1,066
124	Mach 3 Outlaw Honda 6.5	1902MO621	$7,021
125	S53-XL Spreader	1809MH125	$8,461
126	C365 Cutter	MH5121904	$7,658
127	41 Push-Pull NFPA Ram	1903RM4103	$3,133
128	Deluxe Ram Accessory Kit		$1,607
129	2019 John Deere Gator/G1	1M0825EATKM020187	$14,571
130	2014 John Deer Gator/G4	1M04X2XDTEM109102	$10,000
131	2022 John Deer Gator/G2	1M0835EAKNM050	$16,000
132	2019 Exmark/M2	404399888	$10,500
133	2018 Exmark/M4	402249039	$11,831
134	2020 Exmark/M5	404684359	$12,431
135	2020 Exmark/M6	407040574	$12,431
136	2020 Ventrac 4500Z/M10	4500ZAJ11192	$44,150
137	2021 Exmark/M1	409016634	$10,919
138	2022 ExMark/M7	411839992	$11,600
139	2021 Exmark/M8	405110543	$35,489
140	2021 Exmark/S01	STE600CKA36300	$7,286
141	2017 Blecavator 145	A2170507	$14,254
142	2020 T76 Bobcat	B4CE12232	$56,408
143	2021 Bobcat Rotary Cutter	AYVY07704	$5,455
144	Stryker Power Cots	180139800	$20,730
145	Stryker Power Cots	161240892	$20,730
146	Stryker Power Cots	161240891	$20,709

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
147	Stryker Power Cots	161240890	$20,730
148	Stryker Power Cots	161240889	$20,730
149	Stryker Power Cots	161240893	$20,730
150	Stryker Power Cots	2006003500477	$20,730
151	Stryker PowerLoads	180141661	$26,957
152	Stryker PowerLoads	2004012400064	$26,957
153	Stryker PowerLoads	1907012400315	$26,957
154	Stryker PowerLoads	180739349	$26,957
155	Stryker PowerLoads	2004012400038	$26,957
156	Stryker PowerLoads	2004012400087	$26,957
157	Stryker PowerLoads	2004012400063	$26,957
158	2022 Caterpillar 420XE Backhoe	CAT00420CH9X01958	$137,000
TOTAL			**$3,101,260**

FINE ARTS SCHEDULE

ITEM#	DESCRIPTION	VALUE
TOTAL		**$ 0**

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

LIBRARY MATERIALS COVERAGE	LIMITS
Scheduled Library Materials	
Library Materials in Storage	Not Covered
Library Materials on Exhibition	Not Covered
Library Materials in Transit	Not Covered
Library Materials on Loan	Not Covered
Unscheduled Rare Books and Periodicals	Not Covered
Scheduled Rare Books and Periodicals	Not Covered
Library Fine Arts	Not Covered
Deductible	Not Covered

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

CRIME COVERAGE	LIMITS
Public Employee Dishonesty	$100,000
Inside the Premises – Theft of Money and Security	$50,000
Outside the Premise	$50,000
Forgery and Alterations	$100,000
Computer Fraud	$100,000
Funds Transfer Fraud	$100,000
Social Engineering Fraud	$25,000
Deductibles	
Public Employee Dishonesty	$1,000
Inside the Premises	$250
Outside the Premise	$250
Forgery and Alterations	$1,000
Computer Fraud	$1,000
Funds Transfer Fraud	$250
Social Engineering Fraud	$250

LIABILITY COVERAGE	LIMITS
General Liability	
Bodily Injury and Property Damage – Each Occurrence	$10,000,000
General Aggregate	$12,000,000
Personal & Advertising Injury – Each Offense	$10,000,000
Medical Expense – Per Person	$10,000
Medical Expense – Any One Accident	$50,000
Deductible	$0
Unmanned Aerial Systems	
Unmanned Aerial Systems Deductible	
Coverage Extensions	
Cemetery Professional	
Governmental Medical	
See Liability Exposures Schedule, if applicable	

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

Employee Benefits Liability	
Each Incident	$10,000,000
Annual Aggregate	$12,000,000
Deductible	$0
Employers Liability	
Bodily Injury by Accident – Each Accident	$10,000,000
Bodily Injury by Disease – Each Employee	$10,000,000
Bodily Injury by Disease – Aggregate	$10,000,000
Deductible	$0

PRIOR ACTS COVERAGE	RETROACTIVE DATES
General Liability	1/1/1991
Employee Benefits	1/1/1991
Employers' Liability	1/1/1991
Public Officials and Employment Practices Liability	1/1/1991
Law Enforcement Liability	1/1/1991
Auto Liability	1/1/1991

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Entity Name: Colerain Township

LIABILITY EXPOSURES SCHEDULE

OPERATIONS/EXPOSURE AND EXPOSURE BASE	SUBCONTRACTED (YES/NO)	DESCRIPTION	EXPOSURE AMOUNT
Fireworks - Each	No		1
Skate Parks - Each	No		1
Special Events/Other - Each	No	4th of July Spectaclar	0
Street & Roads - Miles	No		115
Transportation Regular Route Pickup	No		1
Special Events/Other - Each	No	Community Event - TBD Date	

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

LIABILITY COVERAGE	LIMITS
Public Officials Errors and Omissions Liability	
Each Wrongful Act	$10,000,000
Annual Aggregate	$12,000,000
Errors and Omissions Deductible	$5,000
Employment Practices Liability	
Each Wrongful Act	$10,000,000
Annual Aggregate	$12,000,000
Employment Practices Deductible	$5,000
Back Wages – Annual Aggregate	$25,000
Back Wages Deductible	$5,000
Non-Monetary Defense	
Annual Aggregate	$25,000
Deductible	$5,000
Law Enforcement Liability	
Each Wrongful Act	$10,000,000
Annual Aggregate	$12,000,000
Medical Expense – Per Person	$10,000
Medical Expense – Any One Accident	$50,000
Deductible	$5,000

AUTOMOBILE COVERAGE		LIMITS
Bodily Injury and Property Damage Liability Combined Single Limit – Each Accident		$10,000,000
Uninsured/Underinsured Motorists Bodily Injury		$100,000
Medical Payments – Each Accident		$1,000
Automobiles		Refer to Auto Schedule
Deductibles	Liability	$ 0
	Comprehensive and Collision	Refer to Auto Schedule

The automobile coverage included in this quotation is subject to acceptable state motor vehicle reports. Automobile coverage may subsequently be excluded for any covered auto while being operated by a driver with an unacceptable report.

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OHIO PLAN
Risk Management, Inc

Entity Name: Colerain Township

AUTOMOBILE SCHEDULE

VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
		2021	Ford Interceptor		$33,602		Police	$500	$500	ACV
		2021	Ford Interceptor		$33,602		Police	$500	$500	ACV
		2021	Ford Interceptor		$33,602		Police	$500	$500	ACV
		2021	Ford Interceptor		$33,602		Police	$500	$500	ACV
		2021	Ford Interceptor		$33,602		Police	$500	$500	ACV
		2021	Ford Interceptor		$33,602		Police	$500	$500	ACV
1		1991	International Dump Truck	2032	$37,000		Streets	$500	$500	ACV
5		1993	International Dump Truck	2728	$38,598		Streets	$500	$500	ACV
6		1995	International Dump Truck	9094	$43,107		Streets	$500	$500	ACV
7		1995	International Dump Truck	9093	$43,107		Streets	$500	$500	ACV
10		1998	Ford Crown Victoria	9348	$2,100		Fire	$500	$500	ACV
12		2000	IHC 4700 Dump Truck	2989	$52,388		Streets	$500	$500	ACV
13		2001	International Truck	3088	$53,193		Streets	$500	$500	ACV
14		2001	Dodge Durango	32	$2,900		Fire	$500	$500	ACV
15		2001	Dodge Durango	33	$2,900		Fire	$500	$500	ACV
16		2002	International Truck	4445	$53,193		Streets	$500	$500	ACV

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
20		2005	International Truck	6317	$46,291		Streets	$500	$500	ACV
21		2005	International Truck	6318	$46,291		Streets	$500	$500	ACV
22		1994	E1 Cyclone Pumper	3441		$350,000	Fire	$500	$500	RC
24		2007	Ford F-450 Pickup	2149	$46,450		Streets	$500	$500	ACV
25		2007	Ford F150	4455	$25,000		Streets	$500	$500	ACV
26		2001	Dodge Durango	34	$2,900		Fire	$500	$500	ACV
29		2008	Ford Expedition	2818	$14,500		Fire	$500	$500	ACV
30		2008	Ford Expedition	2821	$14,500		Fire	$500	$500	ACV
31		2008	Ford Expedition	2819	$14,500		Fire	$500	$500	ACV
32		2008	Ford Expedition	2820	$14,500		Fire	$500	$500	ACV
33		2009	Chevrolet Impala	4772	$20,000		Police	$500	$500	ACV
34		2009	Ford Dump Truck	8665	$45,000		Streets	$500	$500	ACV
35		2010	International 740 Dump Truck	3990	$63,981		Streets	$500	$500	ACV
36		2011	Ford Ranger Pickup	6889	$25,000		Parks & Recreation	$500	$500	ACV
39		1994	110' Aerial Fire Apparatus	3875		$500,000	Fire	$500	$500	RC
41		2012	Chevrolet Tahoe	7943	$23,800		Fire	$500	$500	ACV
42		2012	Chevrolet Tahoe	6760	$23,800		Fire	$500	$500	ACV
43		2012	Chevrolet Tahoe	1180	$23,800		Fire	$500	$500	ACV

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
44		2014	Ford SUV	3812	$25,324		Streets	$500	$500	ACV
45		2015	International Dump Truck 7400	3309	$140,000		Streets	$500	$500	ACV
46		2015	Ford Dump Truck F350	8481	$59,381		Streets	$500	$500	ACV
47		2015	Ford Truck Dump Truck	8480	$59,381		Streets	$500	$500	ACV
49		2016	Ford F150 Command Vehicle	4755	$54,000		Fire	$500	$500	ACV
51		2002	Freightliner Emergency One Rescue Vehicle	2978		$260,000	Fire	$500	$500	RC
52		2015	Ford Inteceptor Sedan	9002	$29,320		Police	$500	$500	ACV
53		2016	Ford Interceptor Sedan	2296	$32,000		Police	$500	$500	ACV
54		2017	Ford Interceptor Sedan	1777	$32,000		Police	$500	$500	ACV
56		2006	Mercury Milan	5538	$2,500		Police	$500	$500	ACV
57		2017	Ford Interceptor Sedan	1778	$32,000		Police	$500	$500	ACV
59		2015	Ford Interceptor SUV	7779	$30,675		Police	$500	$500	ACV
64		2002	Emergency One Typhoon Pumper	4667		$350,000	Fire	$500	$500	RC
65		2017	Ford Interceptor Sedan	1779	$32,000		Police	$500	$500	ACV
66		1990	International Tanker	7811		$150,000	Fire	$500	$500	RC

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
67		2011	Chevrolet Impala	2052	$18,000		Police	$500	$500	ACV
69		2012	Toyota Camry	8281	$15,448		Police	$500	$500	ACV
70		2002	Emergency One Typhoon Pumper	4668		$350,000	Fire	$500	$500	RC
71		2010	Ford Fusion	4398	$18,000		Police	$500	$500	ACV
72		2002	Emergency One Typhoon Pumper	4669		$350,000	Fire	$500	$500	RC
73		2013	GMC Terrain	5303	$19,000		Police	$500	$500	ACV
74		2001	Ford Windstar	2722	$2,500		Police	$500	$500	ACV
77		2012	Toyota Camry	453	$15,448		Police	$500	$500	ACV
78		2016	Ford Interceptor Sedan	1776	$32,000		Police	$500	$500	ACV
79		1990	International Tanker	7812		$150,000	Fire	$500	$500	RC
82		1993	Senry Emergency One	2884		$300,000	Fire	$500	$500	RC
84		2016	Ford Interceptor SUV (QRT)	8007	$34,210		Police	$500	$500	ACV
86		2011	Toyota Camry	5615	$14,950		Police	$500	$500	ACV
88		1994	International 4700 Truck Command Van	6495	$12,000		Police	$500	$500	ACV
90		1993	Emergency One Hush	2431		$400,000	Fire	$500	$500	RC
92		2022	Ford E450 Cab and Chassis	9590		$205,000	EMS	$500	$500	RC
93		2019	Ford E-450	4940		$205,500	EMS	$500	$500	RC

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
			Cab and Chassis							
94		2014	Braun Ambulance	3862		$205,000	EMS	$500	$500	RC
95		2014	Braun Ambulance	6108		$205,000	EMS	$500	$500	RC
96		2015	Rosenbauer Commander Pumper	909		$484,500	Fire	$500	$500	RC
97		2015	Braun Ambulance	6658		$205,000	EMS	$500	$500	RC
98		2016	Ford E-450 Braun Ambulance	6487		$205,000	EMS	$500	$500	RC
99		2016	Ford E-450 Braun Ambulance	4063		$205,000	EMS	$500	$500	RC
100		2016	Rosenbauer Pumper	1541		$484,532	Fire	$500	$500	RC
101		2017	Braun Ambulance EMS	7258		$205,000	EMS	$500	$500	RC
103		2017	Ford Explorer	9061	$31,498		Police	$500	$500	ACV
104		2017	Ford Explorer	9062	$31,498		Police	$500	$500	ACV
105		2017	Ford Explorer	9063	$31,498		Police	$500	$500	ACV
106		2017	Ford Explorer	9064	$31,498		Police	$500	$500	ACV
107		2017	Ford Explorer	9065	$31,498		Police	$500	$500	ACV
108		2017	Ford Explorer	9066	$31,498		Police	$500	$500	ACV
109		2017	Ford Explorer	9067	$31,498		Police	$500	$500	ACV
110		2017	Ford Explorer	9068	$31,498		Police	$500	$500	ACV
111		2016	Nissan Altima		$12,000		Police	$500	$500	ACV
119		2018	Ford F250		$31,713		Other	$500	$500	ACV
120		2018	Ford F250		$28,424		Fire	$500	$500	ACV
121		2018	Ford F250		$32,793		Fire	$500	$500	ACV
122		2018	Ford Explorer		$32,215		Fire	$500	$500	ACV

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
123		2018	Ford Explorer		$34,168		Police	$500	$500	ACV
124		2018	Ford Explorer		$34,168		Police	$500	$500	ACV
125		2018	Ford Explorer		$34,168		Police	$500	$500	ACV
126		2018	Ford Explorer		$34,168		Police	$500	$500	ACV
128		2018	Ford Explorer		$34,168		Police	$500	$500	ACV
129		2018	Ford F350 Cab, Chassis		$34,520		Parks & Recreation	$500	$500	ACV
130		2018	Ford F250		$30,468		Other	$500	$500	ACV
131		2018	International 4300 Tymco 600 Sweeper			$254,201	Streets	$500	$500	RC
132		2018	E-One Quest HP100 Rear Mount Aerial Ladder			$936,798	Fire	$500	$500	RC
133		2016	Toyota Camry	3941	$12,000		Police	$500	$500	ACV
133		2005	Haulin Trailer		$10,500		Fire	$500	$500	ACV
134		2004	Ford F450	6035	$10,000		Other	$500	$500	ACV
135		2016	Nissan Altima	2604	$12,000		Police	$500	$500	ACV
136		2016	Nissan Altima	4702	$12,000		Police	$500	$500	ACV
137		2016	Nissan Altima	2312	$12,000		Police	$500	$500	ACV
138		2019	Ford F-150 4x4 Super Cab		$34,215		Water	$500	$500	ACV
139		2019	Ford F-150 4x4 Crew Cab		$31,846		Fire	$500	$500	ACV
140		2019	Ford F-150 4x4 Crew Cab		$31,846		Fire	$500	$500	ACV
141		2019	Ford F250 4X4 Crew Cab		$32,519		Parks & Recreation	$500	$500	ACV
142		2019	Ford Transit		$30,827		Streets	$500	$500	ACV

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
			150							
143		2019	Ford E-450		$132,350		Transportation	$500	$500	ACV
145		2019	International Dump Truck with Swap Loader		$186,428		Other	$500	$500	ACV
146		2020	Ford Explorer	3589	$41,787		Police	$500	$500	ACV
147		2020	Ford Explorer	3590	$41,787		Police	$500	$500	ACV
148		2020	Ford Explorer	3591	$41,787		Police	$500	$500	ACV
149		2020	Ford Explorer	3592	$41,787		Police	$500	$500	ACV
150		2020	Ford Explorer	3588	$41,787		Police	$500	$500	ACV
151		2020	Ford F-350 Dump Bed		$63,000		Parks & Recreation	$500	$500	ACV
152		2020	Ford F-450		$120,000		Planning and Zoning	$500	$500	ACV
153		2020	Ford Explorer	8424	$48,000		Police	$500	$500	ACV
154		2020	Ford Explorer	8425	$48,000		Police	$500	$500	ACV
155		2020	Ford Explorer	8426	$48,000		Police	$500	$500	ACV
156		2020	Ford Explorer	8427	$48,000		Police	$500	$500	ACV
157		2020	Ford Explorer	8428	$48,000		Police	$500	$500	ACV
158		2020	Ford Explorer	8429	$48,000		Police	$500	$500	ACV
159		2009	Ford F350		$40,227		Fire	$500	$500	ACV
160		2002	Ford F150		$30,000		Streets	$500	$500	ACV
161		2018	Toyota	3994	$26,000		Police	$500	$500	ACV
162		2018	Toyota Camry	4259	$26,000		Police	$500	$500	ACV
163		2018	Toyota Camry Hybrid	5304	$26,000		Police	$500	$500	ACV
164		2018	Toyota Highlander	7021	$32,400		Police	$500	$500	ACV
165		2021	Ford Explorer		$38,757		Fire	$500	$500	ACV

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACEMENT COST/STATED AMOUNT	DEPT	COMP DED.	COLL DED.	VALUATION
166		2021	Ford Explorer		$40,000		Fire	$500	$500	ACV
167		2021	Ford Ranger		$30,000		Parks & Recreation	$500	$500	ACV
169		2021	Ford Explorer		$40,000		Fire	$500	$500	ACV
170		2022	Ford F450		$87,860		Streets	$500	$500	ACV
171		2019	Winston 14K Trailer		$9,454		Parks & Recreation	$500	$500	ACV
172		2013	Kiser Water Trailer		$9,500		Parks & Recreation	$500	$500	ACV
173		2019	Toyota Highlander			$34,857	Police	$500	$500	ACV
174		2019	Toyota Avalon		$36,480		Police	$500	$500	ACV
175		2022	Ford Ranger		$31,500		Parks & Recreation	$500	$500	ACV
176		2017	Toyota Camry		$12,000		Police	$500	$500	ACV
177		2017	Toyota Camry		$12,000		Police	$500	$500	ACV
178		2011	Chevrolet Impala		$14,000		Police	$500	$500	ACV
179		2017	Toyota Camry		$12,000		Police	$500	$500	ACV
180		2017	Hyundai Accent		$15,580		Police	$500	$500	ACV
181		2014	Mazda		$21,000		Police	$500	$500	ACV
182		2017	Ford Fusion		$18,000		Police	$500	$500	ACV
183		2020	Ford F150		$31,000		Police	$500	$500	ACV
185		2020	Sure Trac pro Series Trailer		$20,000		Police	$500	$500	ACV
TOTAL					$4,203,729	$6,995,388				

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

CYBER	LIMITS
Data Breach and Privacy Liability – Each Claim	$1,000,000
Data Breach Loss to Member – Each Unauthorized Access	$1,000,000
Electronic Media Liability – Each Claim	$1,000,000
Breach Mitigation Expense – Each Unintentional Data Compromise	$1,000,000
Bricking Sublimit	Not Covered
Policy Aggregate	$1,000,000
Deductibles	
Data Breach and Privacy Liability	$10,000
Data Breach Loss to Member	$10,000
Electronic Media Liability	$10,000
Breach Mitigation Expense	$10,000
Bricking	Not Covered

TERRORISM COVERAGE	LIMITS

Terrorism means an act, including the use of force or violence, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organizations(s) committed for political, religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes.

Coverage Term – November 1, 2022 to November 1, 2023

Property	
Building and Personal Property	$36,558,913[1]
Deductible	$25,000

[1] Subject to a $100,000,000 per occurrence limit and a $100,000,000 aggregate limit per member for all covered losses with the exception of a $1,000,000 Ohio Plan annual aggregate sublimit for Biological and Chemical Cleanup.

Liability	
Each Occurrence per Member	$10,000,000
Annual Aggregate per Member	$10,000,000
Deductible	$10,000

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Entity Name: Colerain Township

ADDITIONAL INTERESTS/LOSS PAYEE SCHEDULE

NAME	ADDRESS	CITY	ST	ZIP	INTEREST TYPE	INTEREST
The Huntington National Bank, Its assignors or	assignees c/o American Lease Insurance, Dept E29	College Station	TX	77840	Auto - Loss Payee	2020 Ford Explorers: 1FM5K8AB9LGD18424 1FM5K8AB9LGD18425 1FM5K8AB9LGD18426 1FM5K8AB9LGD18427 1FM5K8AB9LGD18428 1FM5K8AB9LGD18429
The Huntington National Bank, and its assignees	The Huntington National Bank c/o ALI, Department 29	College Station	TX	77840	Auto - Loss Payee	6 2021 Police Vehicles

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Entity Name: Colerain Township

MALICIOUS ACT

COVERAGE DESCRIPTION	LIMITS
Malicious Act General Aggregate Limit	$1,000,000
Death Benefit Aggregate Limit	$1,000,000
Death Benefit Limit - Per Member	$25,000
Medical Expense Aggregate Limit	$25,000
Medical Expense Limit - Per Member	$5,000
Funeral Services Aggregate Limit	$25,000
Funeral Services Limit - Per Member	$1,000
Personal Counseling Aggregate Limit	$10,000
Personal Counseling Limit - Per Member	$2,500
Travel Services Aggregate Limit	$25,000
Travel Services Limit - Per Member	$5,000

SUPPLEMENTARY PAYMENTS:

- Group Trauma Counseling Services
- Extra Security
- Temporary Workers
- Rental Substitute
- Job Retraining Expenses
- Recruitment Costs
- Crisis Management

COVERAGE: Pays a death benefit, medical expenses and additional expenses in addition to the Supplementary Payments noted above as a result of bodily injury arising out of a malicious act including hostage taking.

WHO IS A MEMBER:

- Elected or Appointed Officials
- Employees, Temporary Workers, Authorized Volunteers
- Visitors, Customer, Contractors, and Vendors

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MAJOR EXCLUSIONS:

- Asbestos
- Lead
- Fungi or Bacteria
- Gang Members
- Pollution
- Suicide
- Toxic Materials
- War

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Entity Name: Colerain Township

GENERAL CONDITIONS

NOTICE OF CANCELLATION:	The company will provide sixty (60) days written notice of cancellation or non-renewal except for non-payment of premium, which remains ten (10) days written notice.
POLICY CHANGES:	The policy contains all the agreements between the member and the Ohio Plan Risk Management Inc. concerning the property and liability coverage afforded. The Named Member is authorized to make changes in the terms of the policy with the consent of the Ohio Plan.
POLICY PREMIUM:	See Premium Summary Once bound, premiums are fully earned unless the policy is cancelled by Ohio Plan Risk Management Inc. or a subsequent policy with no lapse in coverage issued. If Ohio Plan Risk Management Inc. cancel the policy the refund will be pro rata. Premium financing is available upon request.
COMMUNICABLE DISEASE EXCLUSION	This policy contains a communicable disease exclusion which excludes all liability, loss, injury or damage arising out of or contributed to or in connection with a communicable disease or fear or threat of a communicable disease. Please review your policy language fully to determine the extent of coverage.
PERFLUOROALKYL OR POLYFLUOROALKYL SUBSTANCES (PFAS) EXCLUSION	This policy contains an exclusion which excludes all liability, loss, injury or damage arising out of or contributed to or in connection with a Perfluoroalkyl Or Polyfluoroalkyl Substances (PFAS's). Please review your policy language fully to determine the extent of coverage.

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Entity Name: Colerain Township

PREMIUM SUMMARY

COVERAGE	PREMIUM
Package	$285,811
Ohio Plan Advantage Premium Contribution -or-	$5,996
Ohio Plan Safety Allowance	$ 0
Total Annual Premium	**$279,815**

OHIO PLAN ADVANTAGE

The Ohio Plan Advantage is available to members with 4 or more consecutive years of membership with the Ohio Plan. The Named Member received the following premium contribution.

Active Ohio Plan Member since	2016
Loss Ratio Points (Up to 60 points) (60 – 49 = Advantage Loss Ratio Points)	11
Risk Management Points (Up to 40 points)	40
Advantage Potential Premium Contribution	$11,757
Advantage Final Premium Contribution	$5,996
Eligible	Yes

OPTIONS

NOTES

- Premium includes Ohio Plan's risk management services.

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REINSURANCE

The following companies are the reinsurance companies providing strength to the Ohio Plan Risk Management Inc. including their A.M. Best ratings.

American Agricultural Insurance Company
A.M. Best Rating, A, X
Reinsuring the Ohio Plan since 2011

Aspen Group
A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2007

Axa XL Bermuda Ltd
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2014

Berkley Insurance Company
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2021

Berk Re Fac
A.M. Best Rating: A++, XV
Reinsuring the Ohio Plan since 2019

Chubb Group of Insurance Companies
A.M. Best Rating: A++, XV
Reinsuring the Ohio Plan since 2001

Convex Re Limited
A.M. Best Rating: A-, XIV
Reinsuring the Ohio Plan since 2020

Great American Insurance Company
A.M. Best Rating: A+, XIV
Reinsuring the Ohio Plan since 2012

Hanover Re
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2017

Lloyd's of London
A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2005

Markel Global Reinsurance Company
A. M. Best Rating: A, XIII
Reinsuring the Ohio Plan since 2006

Odyssey Reinsurance Company
A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2007

Ryan Re
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2019

Sompo Insurance Company
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2003

Swiss Reinsurance America Corporation
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2004

A.M. Best Rating Classifications

Secure Ratings
A++ and A+ .....Superior
A and A- .....Excellent
B++ and B+ .....Very Good

Vulnerable Ratings
B and B- .....Fair
C++ and C+ .....Marginal
D .....Poor
S .....Rating Suspended

Poor Ratings
E.....Under State Supervision
F .....In Liquidation

Financial Size Category

XV	$2 Billion or Greater
XIV	$1.5 Billion to $2 Billion
XIII	$1.25 Billion to $1.5 Billion
XII	$1 Billion to $1.25 Billion
XI	$750 Million to $1 Billion
X	$500 Million to $750 Million
IX	$250 Million to $500 Million
VIII	$100 Million to $250 Million

Note: Effective 11/1/2021, the Ohio Plan collects premium and makes claims payments for liability losses up to $250,000 and covered property losses up to $130,000.

Comprehensive Risk Management for Public Safety Organizations

Lexipol is America's leading provider of risk management solutions for public safety organizations. They provide police and fire departments with comprehensive, customizable, state-specific policies on a broad range of risk-centric topics, along with integrated Daily Training Bulletins that address department-specific policy areas – all through a unique web-based system.

Lexipol can help you address issues related to risk, liability, safety and best practices for your safety service departments. They also can help you comply with current laws and regulations and then document that you have trained your staff on approved policies.

Key Features and Benefits

There is no other system that offers the following integration in one package:

1. Lexipol provides comprehensive Ohio-specific policies written by legal and safety service professionals.
2. Supervisors can track staff training using reporting tools.
3. Lexipol experts constantly monitor major court decisions, legislation, and emerging trends affecting safety service operations and provide policy updates in response.
4. Lexipol archives your department's policy manual and Daily Training Bulletin records to provide an invaluable resource in defense litigation or personnel matters.
5. The Lexipol system allows cross-referencing to any accreditation standard.
6. Policy and training components are 100% web-based. There is no software to purchase or maintain.

Nationwide collaboration between the largest private network of legal and public safety experts and Lexipol's risk management tools provide agencies the most complete solution for policy manual management, training and documentation.

Return on Investment

According to a five-year post-Lexipol implementation study performed by a risk management association, agencies that adopted Lexipol saw:

- A significant decrease (45%) in the number of litigated claims
- A dramatic reduction (48%) in the cost of claims paid out
- No personnel or employment claims

The study found that Lexipol agencies in this study have yet to incur a personnel or employment claim, while non-Lexipol agencies in the in the study had eight claims for over $448K.

Ohio Plan Member Estimated Cost

Police Department:

# of Full Time Sworn Officers	Lexipol Standard Pricing	OPRM Discounted Pricing	OPRM Board Subsidy	Final Lexipol Subscription Cost
61.00	$15,115	$14,359	0.50	$7,180

Fire Department:

# of Career & Volunteer FF	Lexipol Standard Pricing	OPRM Discounted Pricing	OPRM Board Subsidy	Final Lexipol Subscription Cost
136.00	$11,054	$10,501	0.50	$5,251

An additional discount may be available to OPRM members who are also members of the Ohio Fire Chiefs Associations, (OFCA).
Disclaimer: The above are estimates based upon information submitted to The Ohio Plan. Actual costs will be determined by Lexipol.

Additional Base Member Services

Cyber Assessment

CyberClearSafe provides cybersecurity service for public entities. Service offerings include:

- a questionnaire assessment and recommendations
- "Dark Web" Check-up
- Cyber Security Policy Review
- On-Site or Log In Network Diagnostic Review

Training

- **Ohio Plan Leadership Institute**
  - Supervisory Training (6 Events, 6 People attend)
- **Elected Officials Leadership & Certification Program**
  - Multi Topic (1 Event, 6 People attend)
- **Members Only Training**
  - Multi Topic (2 Events, 8 People attend)
- **Special Topic Training Sessions**
  - Staff Leadership (1 Event, 8 People Attend)

Programs

- **Community Energy Savings Programs**
  - Reduce energy costs while providing security in volatile market conditions
    - Community facilities
    - Community Aggregation
    - Building Commission

Other Available Services

Offered at a discounted rate to all Ohio Plan Members

- Executive and Staff Hiring and Assessment Centers
- Legal Consultation
- HR Consultation
- Emergency Operations Plan Development and Training
- Labor Negotiation Assistance
- Board/Council Meeting and Retreat Facilitation
- Strategic Planning
- Grant Writing
- Competitive Bidding/RFP Assistance
- Levy/Campaign Strategy Assistance
- Bond/Capital Financing Consultation
- Police and Fire Organizational and Personnel Studies
- Zoning, Planning and Economic Development Studies and Consultation
- Staff and Special Study Assessments
- Other Special-Needs Request

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes Strategic Goal #5: Continue to Provide High Quality Safety Services

Motion Authorizing Township Administrator to Execute Bond Purchase Agreement and Related Documents in Substantially the Same Form

Recommend ADOPTION of the Motion.

Rationale:

There are several key documents that will need to be executed by the Township to finalize the sale of bonds for Fire Stations 26 and 102. The sale of these bonds is set for December 14, 2022. This action would permit the Township Administrator to sign these documents on behalf of Colerain.

$[12,000,000]
Colerain Township
Hamilton County, Ohio
General Obligation Fire Station Bonds,
Series 2022
Dated December 14, 2022

BOND PURCHASE AGREEMENT

RBC Capital Markets, LLC (the "Underwriter") and the Township of Colerain, Hamilton County, Ohio (the "Township") enter into this Bond Purchase Agreement (the "Agreement"), dated as of December 14, 2022, for the purchase by the Underwriter of Bonds referred to in the caption and described below.

In consideration of their mutual covenants and agreements, the Underwriter and the Township agree as follows:

Section 1. Description of and Agreement to Purchase Bonds. Upon and subject to the terms, conditions and provisions set forth in this Agreement, the Underwriter agrees to purchase from the Township, and the Township agrees to sell to the Underwriter, $[12,00,000] aggregate principal amount of General Obligation Fire Station Bonds, Series 2022 (the "Bonds"). The Bonds are being issued under and will have the terms determined in or pursuant to the Bond Legislation. The Bonds shall be unvoted general obligations of the Township as described in the Preliminary Official Statement (defined herein).

The Bonds will be dated December 28, 2022 and mature [_____]. Bonds shall bear interest (computed on the basis of a 360-day year consisting of twelve 30-day months) at the rate of [_____] percent ([_.___]%) per annum, payable at maturity, as set forth in the Certificate of Award, dated as of December 14, 2022, and attached hereto as Exhibit B, and as authorized by a resolution passed by the Board on September 27, 2022.

Section 2. Purchase Price; Public Offering. The purchase price of the Bonds shall be $[__,___,___.__] (the "Purchase Price"). The Purchase Price represents the aggregate principal amount of the Bonds ($12,000,000.00), [plus/minus original issue premium/discount] ($[__,___.__]), [less Underwriter's discount ($[__,___.__])].

[The Underwriter shall retain from the Purchase Price the amount of $[__,___.__] which the Underwriter shall use to pay, as agent for the Township, certain costs of issuance of the Bonds, as set forth in Section 11(b) herein.]

The Underwriter intends to make a bona fide initial public offering of the Bonds at not in excess of the offering price set forth on the inside cover page of the Official Statement, and may subsequently change the offering price. The Underwriter agrees to notify the Township of changes to the offering price if occurring prior to the Closing Date, but failure to so notify the Township will not invalidate those changes. The Underwriter may offer and sell the Bonds to certain dealers

(including dealers depositing the Bonds into investment trusts or mutual funds) at a price lower than the offering price.

Section 3. Definitions of Certain Words and Terms. In addition to the words and terms defined elsewhere in this Agreement and the Bond Legislation, the following words and terms as used in this Agreement shall have the following meanings unless another meaning is plainly intended:

"Basic Documents" means, collectively, the Bond Legislation, the Bond Registrar Agreement, the Continuing Disclosure Certificate, and this Agreement.

"Board" means the Board of Township Trustees of the Township.

"Bond Counsel" means the law firm of Frost Brown Todd LLC.

"Bond Legislation" means, together, the Bond Resolution and the Certificate of Award.

"Bond Registrar" means U.S. Bank Trust Company, National Association.

"Bond Registrar Agreement" means the Bond Registrar Agreement, dated the Closing Date, between the Township and the Bond Registrar, relating to the Bonds.

"Bond Resolution" means the resolution adopted by the Board on September 27, 2022, authorizing the issuance and sale of the Bonds.

"Certificate of Award" means the Certificate of Award authorized by the Bond Resolution in the form attached as Exhibit B to this Agreement, in which the Fiscal Officer has specified and determined certain terms of the Bonds and of their sale.

"Closing" means delivery of the Bonds to and payment for the Bonds by the Underwriter.

"Closing Date" means December 28, 2022.

"Continuing Disclosure Certificate" means the Continuing Disclosure Certificate, dated the Closing Date, and in substantially the form attached to the Preliminary Official Statement as Appendix E, which, together with the agreements of the Township set forth in the Bond Resolution and the Bonds, constitutes the Continuing Disclosure Certificate made by the Township for the benefit of holders and beneficial owners of the Bonds in accordance with the Rule.

"DTC" means The Depository Trust Company.

"Fiscal Officer" means the Fiscal Officer of the Township.

"Moody's" means Moody's Investors Service, Inc.

"MSRB" means the Municipal Securities Rulemaking Board.

"Municipal Advisor" means Bradley Payne, LLC.

"Official Statement" means the final Official Statement relating to the Bonds, substantially in the form of the Preliminary Official Statement, with such modifications, completions, changes and supplements as may be approved by the Underwriter and by the Township.

"Preliminary Official Statement" means the Preliminary Official Statement relating to Bonds, dated December 5, 2022.

"Rule" means SEC Rule 15c2-12.

"SEC" means the U.S. Securities and Exchange Commission.

"SIFMA" means the Securities Industry and Financial Markets Association.

"State" means State of Ohio.

"Tax Exemption" means the exclusion from gross income of interest on the Bonds for federal income tax purposes and the exemption of interest on, the transfer thereof, and any profit made on the sale, exchange or other disposition of, the Bonds from the Ohio personal income tax, the Ohio commercial activity tax, the net income base of the Ohio corporate franchise tax, and municipal, township, and joint economic development district income taxes in Ohio.

"Township Administrator" means the Township Administrator of the Township.

Unless otherwise indicated, reference to a "Section" is to a section of this Agreement.

Section 4. Representations, Warranties and Covenants of the Township. The Township represents and warrants as of the date of this Agreement and as of the Closing Date, or covenants, as follows:

(a) The Township is a home rule township duly organized and existing under and by virtue of the laws of the State, and has full power and authority thereunder, and under the Bond Legislation to: (i) enter into this Agreement, the Bond Registrar Agreement, and the Continuing Disclosure Certificate; (ii) issue, sell and deliver the Bonds as provided in this Agreement; and (iii) perform its obligations under and as contemplated in the Basic Documents and the Bonds.

(b) The Board has duly adopted the Bond Resolution, which authorizes (i) the execution and delivery of the Certificate of Award, (ii) the execution, delivery and due performance of the Basic Documents and the Bonds, and (iii) the taking of any action as may be required on the part of the Township to consummate the transaction contemplated in the Basic Documents and the Bonds. Any and all necessary approvals of the transaction has been obtained and, except as may be required under the securities laws of any state, there is no further requirement of any other consent, approval, authorization or other order of, filing or registration

with, or certification by, any regulatory authority having jurisdiction over the Township in connection with any of the transaction.

(c) The Bonds will conform to their description in the Official Statement. When delivered to and paid for by the Underwriter on the Closing Date in accordance with the provisions of this Agreement, the Bonds will have been duly authorized, executed, issued and delivered by, and will constitute valid and binding general obligations of, the Township. The principal of and interest on the Bonds, unless paid from other sources and subject to bankruptcy, insolvency, arrangement, fraudulent conveyance or transfer, reorganization, moratorium and other laws relating to or affecting creditors' rights, to the application of equitable principles, to the exercise of judicial discretion, and to limitations on legal remedies against public entities, are to be paid from the ad valorem property tax sources as described in the Official Statement.

(d) The execution and delivery of this Agreement, the Certificate of Award, the Bonds, the Continuing Disclosure Certificate, and the Bond Registrar Agreement, the adoption of the Bond Resolution, and compliance with the provisions of this Agreement and of those documents, (i) will not conflict with or result in a violation by the Township of the Ohio Constitution, or any laws of the State or of any other applicable jurisdiction (including, without limitation, any debt limitations or other restrictions or conditions on the debt-issuing power of the Township), and (ii) will not conflict with or result in a violation of or breach of, or constitute a default under, any law or administrative regulation or any of the terms, conditions or provisions of any judgment, decree, loan agreement, bond, resolution, ordinance, indenture, trust agreement, mortgage, deed of trust or other agreement or instrument to which the Township is a party or by which it is bound.

(e) No litigation or administrative action or proceeding is pending or, to the knowledge of the Township officials signing this Agreement, threatened, restraining or enjoining, or seeking to restrain or enjoin, the issuance and delivery of Bonds, or the levy and collection of taxes to pay the debt charges on Bonds, or contesting or questioning the proceedings and authority under which Bonds are to be authorized, issued, sold, signed or delivered or the validity of Bonds, and, specifically, no judicial action or proceeding challenging the validity of Bonds has been commenced by personal service on the President of the Board, any other member of the Board, the Fiscal Officer, or the Township Administrator.

(f) Neither the existence nor the boundaries of the Township, nor the title to their respective offices of the present officers of the Township who are responsible for the authorization, issuance, signature and delivery of Bonds, is or are being contested in any judicial or administrative proceeding.

(g) No authority or proceeding for the issuance or payment of or security for Bonds has been repealed, revoked or rescinded.

(h) No litigation or administrative action or proceeding is pending or, to the knowledge of the Township officials signing this Agreement, threatened contesting or affecting, in any way, the enforceability of the Basic Documents or Bonds, the completeness or accuracy of the Official Statement, the powers or authority of the Township with respect to the Basic Documents or Bonds or the exemption of Bonds from registration with the SEC.

(i) The information contained in or incorporated by reference in the Preliminary Official Statement was as of its date and as it has been completed, revised or amended is, and as it may be further completed, revised or amended to the Closing Date will be, and the information contained in the Official Statement as of its date and at the Closing Date will be, true and correct in all material respects. The Preliminary Official Statement did not and does not, and the Official Statement as of the Closing Date will not, contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they are made, not misleading. Any amendments or supplements to the Official Statement prepared and furnished by the Township pursuant to Section 5 will not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they are made, not misleading. The representations contained in this paragraph do not apply to any information under the captions "UNDERWRITING," "MUNICIPAL ADVISOR," or "BOOK-ENTRY ONLY SYSTEM" in the Preliminary Official Statement or the Official Statement or to information with respect to offering price or yield and CUSIP number in the Official Statement.

(j) Except as may have been disclosed in the Preliminary Official Statement, during the past five years, the Township believes it has been in material compliance with its prior continuing disclosure agreements entered into pursuant to the Rule.

(k) Prior to the Closing, the Township will have taken all actions necessary to be taken by it for: (i) the issuance and sale of the Bonds upon the terms set forth in the Basic Documents, and (ii) the execution and delivery by the Township of the Bonds and all such other instruments, and the taking of all such other actions on the part of the Township as may be necessary or appropriate for the effectuation and consummation of the transaction contemplated by the Basic Documents and the Bonds.

(l) The Township will take such actions between the date of this Agreement and the Closing as are reasonably necessary to cause the warranties and representations contained in this Agreement to be true as of the Closing.

(m) The Township will not take or omit to take any action that will in any way result in the proceeds of Bonds being applied in a manner other than as provided in the Bond Legislation and certifications contained in the transcript of proceedings.

Section 5. Official Statement. The Township has duly authorized the use and distribution, in accordance with applicable law, of the Preliminary Official Statement and the Official Statement by the Underwriter in connection with the offering and sale of the Bonds. As of its date, the Preliminary Official Statement was "deemed final" (except for permitted omissions) by the Township for purposes of the Rule.

The Township will complete the final Official Statement for purposes of the Rule, and will within seven business days after the date of this Agreement but no later than the Closing Date furnish to the Underwriter sufficient copies of the Official Statement to enable the Underwriter to comply with all applicable rules regarding the dissemination and filing thereof. The Township

confirms its authorization to the Underwriter to use and distribute the final Official Statement in connection with the Underwriter's delivery and distribution of the Bonds.

During the period ending on the 25th day after the End of the Underwriting Period (or such other period as may be agreed to by the Township and the Underwriter), the Township shall notify the Underwriter if any event shall occur, or information comes to the attention of the Township, that is reasonably likely to cause the Official Statement (whether or not previously supplemented or amended) to contain any untrue statement of a material fact or to omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

If, in the judgment of the Underwriter or the Township, any such event requires that the Official Statement be amended or supplemented, the Township and the Underwriter will cooperate in the preparation of either amendments of or supplements to the Official Statement in form and substance mutually agreed upon by the Township and the Underwriter so that the Official Statement as so amended or supplemented will not, in light of the circumstances when the Official Statement as so amended or supplemented is delivered to any purchaser or potential customer, be misleading.

For purposes of this Agreement, the "End of the Underwriting Period" is used as defined in the Rule and shall occur on the later of (A) the Closing Date or (B) when the Underwriter no longer retains an unsold balance of the Bonds; provided that, unless otherwise advised in writing by the Underwriter on or prior to the Closing Date, or otherwise agreed to by the Township and the Underwriter, the Township may assume that the End of the Underwriting Period is the Closing Date.

Section 6. Further Covenants of the Township. The Township further covenants, as follows:

(a) Prior to the Closing Date, except as otherwise contemplated by the Official Statement, the Township shall not issue, assume or guarantee (i) any additional general obligation bonds or bond anticipation notes or (ii) any other indebtedness payable from revenues of the Township other than ad valorem property tax revenues that are specifically pledged as security for the Bonds pursuant to the Basic Documents.

(b) At the request of the Underwriter, the Township will cooperate with the Underwriter in qualifying the Bonds under the securities laws of any jurisdiction, and will furnish the Underwriter with such information, execute such instruments, and take such other action as may be necessary in the reasonable judgment of the Underwriter to effect registration or confirmation of exemption from registration of Bonds under those laws. However, the Township does not consent, and shall not be required with respect to the offering or sale of the Bonds to consent, to suit or to general service of process in any foreign jurisdiction.

(c) The Township shall not take or omit to take any action that, under existing law, may adversely affect the Tax Exemption.

Section 7. Closing, Delivery and Payment of the Bonds. The Closing will occur at or before 11:00 a.m., Ohio time, on the Closing Date, and at the Cincinnati, Ohio office of Bond Counsel (if necessary), or at such other later time or other place as the Underwriter and the Township mutually agree upon. At the Closing, the Underwriter shall accept or acknowledge delivery of Bonds, in definitive form duly executed and authenticated, and of the closing documents identified in Section 8.

Bonds will be delivered as fully registered Bonds in typewritten or xerographically reproduced form, registered in the name of a nominee of DTC, in respective denominations equal to the aggregate principal amount of Bonds. Bonds will be made available to DTC or to the Bond Registrar as agent for DTC pursuant to DTC's Fast Automated Securities Transfer (FAST) system, if satisfactory to DTC, the Bond Registrar and the Underwriter, at least one business day prior to the Closing Date for purposes of inspection and establishment of the book entry system for Bonds as described in the Official Statement.

At the Closing, the Underwriter shall make payment for Bonds in immediately available funds in accordance with instructions the Township will provide to the Underwriter for that purpose.

A CUSIP identification number will be placed on Bonds, but the Township will have no responsibility for the accuracy of that number. Neither the failure to place such number on Bonds nor any error with respect to the CUSIP number shall constitute cause for a failure or refusal by the Underwriter to accept delivery of and pay for any of Bonds.

Section 8. Closing Documents. The closing documents shall consist of the following, each properly signed or certified or otherwise verified, dated as of such date and in such form, as may be satisfactory to Bond Counsel and the Underwriter:

(a) A legal opinion of Bond Counsel, substantially in the form of Appendix C to the Preliminary Official Statement.

(b) The Bond Resolution, adopted by the Board and attested by the Fiscal Officer, the Bond Registrar Agreement, the Continuing Disclosure Certificate, this Agreement, and the Certificate of Award, signed as provided in the Bond Resolution.

(c) A certificate duly executed by the Board and the Fiscal Officer relating to the accuracy of the Preliminary Official Statement and the Official Statement.

(d) A certificate duly executed by the Board and the Fiscal Officer to the effect that there are no pending, or to their knowledge, threatened legal proceedings which will materially adversely affect the transaction contemplated hereby or the validity or enforceability of Bonds.

(e) Evidence satisfactory to the Underwriter that Bonds have been assigned a rating of "____" by Moody's.

(f) An original transcript of all proceedings relating to the authorization and issuance of the Bonds.

(g) Such additional legal opinions, certificates, instruments and other documents as Bond Counsel may reasonably request (i) in order to enable Bond Counsel to render its opinion, or (ii) to evidence compliance with legal requirements, or (iii) to evidence the truth and accuracy, as of the date of this Agreement and as of the Closing Date, of the Township's representations and warranties contained in this Agreement and of the statements and information contained in the Official Statement as of its date and as of the Closing Date, or (iv) to evidence the due performance or satisfaction by the Township on or prior to the Closing Date of all agreements then to be performed and all conditions then to have been or to be satisfied by the Township.

All of the opinions, letters, certificates, instruments and other documents identified or referred to in this Agreement shall be deemed to be in compliance with the provisions of this Agreement, if they are in form and substance satisfactory to the Underwriter. That satisfaction shall be conclusively evidenced by the Underwriter's acceptance and payment for Bonds.

If the Township is unable to satisfy the conditions contained in this Agreement to the obligations of the Underwriter to purchase or to accept delivery of and to pay for Bonds, or if those obligations of the Underwriter are terminated for any reason permitted by this Agreement, this Agreement shall terminate and neither the Underwriter nor the Township shall be under further obligation under it, except that the respective obligations of the Township and the Underwriter set forth in Section 11 will continue in full force and effect.

Section 9. Establishment of Issue Price

(a) The Underwriter agrees to assist the Township in establishing the issue price of Bonds and shall execute and deliver to the Township at Closing an "issue price" or similar certificate, together with the supporting pricing wires or equivalent communications, substantially in the form attached hereto as Exhibit C, with such modifications as may be appropriate or necessary, in the reasonable judgment of the Underwriter, the Township and Bond Counsel, to accurately reflect, as applicable, the sales price or prices or the initial offering price or prices to the public of Bonds. All actions to be taken by the Township under this Section to establish the issue price of Bonds may be taken on behalf of the Township by the Municipal Advisor and any notice or report to be provided to the Township may be provided to the Municipal Advisor.

(b) Except as otherwise set forth in Schedule B to Exhibit C attached hereto (if applicable), the Township will treat the first price at which 10% of Bonds (the "10% test") are sold to the public as the issue price of Bonds. At or promptly after the execution of this Agreement, the Underwriter shall report to the Township the price or prices at which the Underwriter has sold to the public Bonds. If at that time the 10% test has not been satisfied as to the Bonds, the Underwriter agrees to promptly report to the Township the prices at which it sells the unsold Bonds to the public. That reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% test has been satisfied as to Bonds, provided that the Underwriter's reporting obligation after the Closing Date may be at reasonable periodic intervals or otherwise upon request of the Township or Bond Counsel.

(c) If Exhibit C includes Schedule B, the Underwriter confirms that it has offered Bonds to the public on or before the date of this Agreement at the offering price or prices (the "initial offering price"), or at the corresponding yield or yields, set forth in Schedule B to Exhibit C attached hereto, except as otherwise set forth therein. Should Schedule B to Exhibit C exist, the Township and the Underwriter agree that the restrictions set forth in the next sentence shall apply, which will allow the Township to treat the initial offering price to the public of Bonds as of the sale date as the issue price of Bonds (the "hold-the-offering-price rule"). So long as the hold-the-offering-price rule remains applicable to Bonds, the Underwriter will neither offer nor sell unsold Bonds to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:

(1) the close of the fifth (5th) business day after the sale date; or

(2) the date on which the Underwriter has sold at least 10% of Bonds to the public at a price that is no higher than the initial offering price to the public.

The Underwriter shall advise the Township promptly after the close of the fifth (5th) business day after the sale date whether it has sold 10% of Bonds to the public at a price that is no higher than the initial offering price to the public.

(d) The Underwriter confirms that:

(1) any selling group agreement and any third-party distribution agreement relating to the initial sale of Bonds to the public, together with the related pricing wires, contains or will contain language obligating each dealer who is a member of the selling group and each broker-dealer that is a party to such third-party distribution agreement, as applicable:

(A) (i) to report the prices at which it sells to the public the unsold Bonds allocated to it, whether or not the Closing Date has occurred, until either all Bonds allocated to it have been sold or it is notified by the Underwriter that the 10% test has been satisfied as to Bonds, provided that, the reporting obligation after the Closing Date may be at reasonable periodic intervals or otherwise upon request of the Underwriter, and (ii) to comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the Underwriter,

(B) to promptly notify the Underwriter of any sales of Bonds that, to its knowledge, are made to a purchaser who is a related party to an underwriter participating in the initial sale of Bonds to the public (each such term being used as defined below), and

(C) to acknowledge that, unless otherwise advised by the dealer or broker-dealer, the Underwriter shall assume that each order submitted by the dealer or broker-dealer is a sale to the public.

(2) any selling group agreement relating to the initial sale of Bonds to the public, together with the related pricing wires, contains or will contain language obligating each dealer that is a party to a third-party distribution agreement to be employed in connection with the initial sale of Bonds to the public to require each broker-dealer that is a party to such third-party distribution agreement to (A) report the prices at which it sells to the public the unsold Bonds allocated to it, whether or not the Closing Date has occurred, until either all Bonds allocated to it have been sold or it is notified by the Underwriter or the dealer that the 10% test has been satisfied as to Bonds, provided that, the reporting obligation after the Closing Date may be at reasonable periodic intervals or otherwise upon request of the Underwriter or the dealer, and (B) comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the Underwriter or the dealer and as set forth in the related pricing wires.

(e) The Township acknowledges that, in making the representation set forth in this Section, the Underwriter will rely on (i) in the event a selling group has been created in connection with the initial sale of Bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the hold-the-offering-price rule, if applicable to Bonds, as set forth in a selling group agreement and the related pricing wires, and (ii) in the event that a third-party distribution agreement was employed in connection with the initial sale of Bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the hold-the-offering-price rule, if applicable to Bonds, as set forth in the third-party distribution agreement and the related pricing wires. The Township further acknowledges that the Underwriter shall not be liable for the failure of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a third-party distribution agreement, to comply with the requirements for establishing issue price of Bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to Bonds.

(f) The Underwriter acknowledges that sales of any Bonds to any person that is a related party to the Underwriter shall not constitute sales to the public for purposes of this Section. Further, for purposes of this Section:

(i) "public" means any person other than an underwriter or a related party,

(ii) "underwriter" means (A) any person that agrees pursuant to a written contract with the Township (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of Bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of Bonds to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of Bonds to the public),

(iii) a purchaser of any of Bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (A) at more than 50% common ownership of the voting power or the total value of their stock, if both entities are

corporations (including direct ownership by one corporation of another), (B) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and

(iv) "sale date" means the date of execution of this Agreement by all parties.

Section 10. Conditions of the Obligations of the Underwriter.

(a) The obligations of the Underwriter to purchase, and to accept delivery of and pay for, Bonds will be subject to all of the following:

(i) The completeness and correctness, on the date of this Agreement and on the Closing Date, of the representations and warranties of the Township made in this Agreement.

(ii) The performance by the Township of its obligations and covenants under this Agreement.

(iii) Each of the following additional conditions precedent:

(A) Bonds, the Bond Registrar Agreement, the Continuing Disclosure Certificate, the Certificate of Award, and this Agreement shall have been duly authorized and signed by the Township.

(B) The Bond Resolution shall have been duly adopted and be in effect.

(C) All necessary actions of the Township relating to the Basic Documents and Bonds shall be in full force and effect without rescission or modification.

(D) The Basic Documents shall be in full force and effect and they and the Official Statement shall not have been amended, modified or supplemented (except with the consent of the Underwriter).

(E) There shall have been taken, in connection with the issuance of Bonds and with the transaction contemplated in this Agreement and in the Basic Documents, all such actions as in the opinion of Bond Counsel are legally necessary and appropriate.

(b) The Underwriter shall have the right, between the date of this Agreement to and including the Closing Date, by written notice to the Township, to cancel its obligation to purchase Bonds and to terminate this Agreement (except for the provisions of Section 11 which shall survive any such termination) if, in the Underwriter's sole and reasonable judgment, any of the following

events shall occur during that time and cause the market price or marketability of Bonds, or the ability of the Underwriter to enforce contracts for the sale of Bonds, to be materially adversely affected:

(i) Legislation shall have been enacted by the Congress of the United States or the Ohio General Assembly or shall have been favorably reported out of committee of either body or be pending in committee of either body, or shall have been recommended to the Congress for passage by the President of the United States or a member of the President's Cabinet, or a decision shall have been rendered by a court of the United States or the State or the Tax Court of the United States, or a ruling, resolution, regulation or temporary regulation, release or announcement shall have been made or shall have been proposed to be made by the Treasury Department of the United States or the Internal Revenue Service, or other federal or state authority with appropriate jurisdiction, with respect to federal or state taxation upon interest received on obligations of the general character of Bonds; or

(ii) There shall have occurred (A) an outbreak or escalation of hostilities or the declaration by the United States of a national emergency or war or (B) any other calamity or crisis in the financial markets of the United States or elsewhere or the escalation of such calamity or crisis; or

(iii) A general suspension of trading on the New York Stock Exchange or other major exchange shall be in force, or minimum or maximum prices for trading shall have been fixed and be in force, or maximum ranges for prices for securities shall have been required and be in force on any such exchange, whether by virtue of determination by that exchange or by order of the SEC or any other governmental authority having jurisdiction; or

(iv) Legislation shall have been enacted by the Congress of the United States or shall have been favorably reported out of committee or be pending in committee, or shall have been recommended to the Congress for passage by the President of the United States or a member of the President's Cabinet, or a decision by a court of the United States shall be rendered, or a ruling, regulation, proposed regulation or statement by or on behalf of the SEC or other governmental agency having jurisdiction of the subject matter shall be made, to the effect that any obligations of the general character of Bonds, or any comparable securities of the Township, are not exempt from the registration, qualification or other requirements of the Securities Act of 1933 or the Trust Indenture Act of 1939 or otherwise, or would be in violation of any provision of the federal securities laws; or

(v) There occurs any material adverse change in the affairs of the Township from those disclosed in or contemplated by the Official Statement; or

(vi) There shall have occurred a downgrading, suspension, withdrawal or negative change in credit watch status of the ratings on Bonds or any new notice shall have been given by Moody's to the Township of its intention to review, downgrade, suspend, withdraw or adversely change the credit watch status of Bonds; or

(vii) Any event or circumstance shall exist that either makes untrue or incorrect in any material respect any statement or information in the Official Statement (other than any statement provided by the Underwriter) or is not reflected in the Official Statement but should be reflected therein in order to make the statements therein, in light of the circumstances under which they were made, not misleading and, in either such event, the Township refuses to permit the Official Statement to be supplemented to supply such statement or information, or the effect of the Official Statement as so supplemented is to materially adversely affect the market price or marketability of Bonds or the ability of the Underwriter to enforce contracts for the sale of Bonds; or

(viii) A general banking moratorium shall have been declared by federal or State authorities having jurisdiction and be in force; or

(ix) A material disruption in securities settlement, payment or clearance services affecting Bonds shall have occurred; or

(x) Any new restriction on transactions in securities materially affecting the market for securities (including the imposition of any limitation on interest rates) or the extension of credit by, or a charge to the net capital requirements of, underwriters shall have been established by the New York Stock Exchange, the SEC, any other federal or State agency or the Congress of the United States, or by Executive Order; or

(xi) A decision by a court of the United States shall be rendered, or a stop order, release, regulation or no-action letter by or on behalf of the SEC or any other governmental agency having jurisdiction of the subject matter shall have been issued or made, to the effect that the issuance, offering or sale of Bonds, including the underlying obligations as contemplated by this Agreement or by the Official Statement, or any document relating to the issuance, offering or sale of Bonds, is or would be in violation of any provision of the federal securities laws at the Closing Date, including the Securities Act of 1933, the Securities Exchange Act of 1934 and the Trust Indenture Act of 1939.

Section 11. Fees and Expenses.

[(a) The fee of the Underwriter ($[, .]) is reflected in the purchase price of Bonds from the Township and will be retained by the Underwriter as a discount from the reoffering price of Bonds.]

[(b) The Underwriter shall retain from the proceeds of Bonds the sum of ($[, .]) which shall be applied by the Underwriter to pay, as agent for the Township, the following expenses incurred in connection with the issuance of Bonds and incident to the performance of the Township's obligations hereunder:

(i) Fees of Moody's and

(ii) Fees and disbursements of Bond Counsel; and

(iii) Fees of the Municipal Advisor; and

(iv) Fees of the Bond Registrar (as paying agent, registrar and transfer agent).

Within sixty (60) days after the Closing Date, the Underwriter shall provide to the Township a written report setting forth the amount of each of the expenses described above paid by the Underwriter, and the Underwriter shall remit to the Township the excess, if any, of the amount so retained less the aggregate of the amounts paid by the Underwriter and identified in the report. Such excess, if any, shall be deposited in the Township's bond retirement fund.]

(c) The Underwriter is solely responsible for paying, and will pay, the following other transaction costs:

(i) Any applicable fees of the MSRB, SIFMA, the CUSIP Service Bureau, the Ohio Municipal Advisory Council and DTC; costs of a continuing disclosure compliance review; costs incident to qualifying Bonds for offer and sale under the securities or "blue sky" laws of such jurisdictions as may be selected by the Underwriter; costs of marketing and advertising in selling Bonds; day loan charges and any applicable wire fees and the Underwriter's other out-of-pocket expenses incident to the issuance of Bonds and all other costs incidental to the issuance of Bonds and preparation for that issuance in the event that Bonds are issued and delivered; and

(ii) The Underwriter's other out-of-pocket expenses incident to preparation for issuance and delivery of Bonds in the event that pursuant to and in accordance with Section 10(b) of this Agreement the Underwriter elects to cancel its obligations to purchase and pay for Bonds and to terminate this Agreement.

(d) Notwithstanding any other provision of this Agreement, the Township shall not be responsible for the payment of any MSRB or SIFMA fees.

The Township acknowledges that the Underwriter will pay from the underwriter's expense allocation of the underwriting discount the applicable per bond assessment charged by the Ohio Municipal Advisory Council, a non-profit corporation whose purpose is to collect, maintain and distribute information relating to issuing entities of municipal securities.

The Township acknowledges that it has had an opportunity, in consultation with such advisors as it may deem appropriate, if any, to evaluate and consider the fees and expenses being incurred as part of the issuance of Bonds.

Section 12. Payment of the Purchase Price for Bonds. On the Closing Date (except as otherwise noted), the Underwriter shall pay the purchase price of Bonds ($[, , .]) by delivering immediately available funds in the amounts and to recipients directed by the Township as follows:

(a) $[12,000,000.00]

(b) [$[, .] shall be wired or mailed (within thirty (30) days of the Closing Date) to the respective parties identified in Section 11(b).]

Section 13. No Third-Party Beneficiaries; Survival of Representations. This Agreement is made solely for the benefit of the parties to it, and no other persons, including any holders or purchasers (except the Underwriter) or beneficial owners of Bonds, shall, except under the Continuing Disclosure Certificate, acquire or have any right under or by virtue of this Agreement. All representations, warranties, covenants and agreements of the Township shall remain in full force and effect regardless of any termination by or on behalf of the Underwriter and shall survive the delivery of Bonds.

Section 14. Notice. Any notice or other communication to be given under this Agreement:

(a) To the Township, shall be given by delivering it in writing to the Township at 4200 Springdale Road, Colerain Township, Ohio 45251, Attention: Township Administrator.

(b) To the Underwriter, shall be given by delivering it in writing to the Underwriter at RBC Capital Markets, LLC, 255 Fifth Street, Cincinnati, Ohio 45202, Attention: Kent Cashell, Managing Director.

Section 15. Governing Law; Counterparts. This Agreement shall be governed by and in accordance with the laws of the State. This Agreement may be signed in several counterparts, each of which shall be deemed an original and all of which together shall constitute one contract. All signatures need not appear on the same signature page.

Section 16. Representations by the Underwriter. The Underwriter makes the following representations by the undersigned as a duly authorized officer of the Underwriter (the "Officer") as the basis for the undertakings on the part of the Underwriter herein contained:

(a) To the best of the knowledge and belief of the Officer, after due inquiry, the Underwriter is currently not in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on its ability to perform its duties and obligations under this Agreement.

(b) To the best of the knowledge and belief of the Officer, after due inquiry, the Underwriter is currently in compliance with, and not currently in violation of, any provisions of Ohio Revised Code Chapter 102 or Sections 2921.42 and 2921.43 which may be applicable to the Underwriter entering into this Agreement.

(c) To the best of our knowledge and belief of the Officer, after due inquiry, the Underwriter is not aware of any finding for recovery having been issued against it by the Auditor of State of Ohio which is "unresolved" under Ohio Revised Code Section 9.24.

(d) This Agreement has been duly authorized, executed and delivered by the Underwriter and constitutes a valid and binding obligation of the Underwriter enforceable in accordance with its terms, except to the extent that the enforcement thereof may be limited by

bankruptcy, insolvency, arrangement, fraudulent conveyance or transfer, reorganization, moratorium and other laws relating to or affecting creditors' rights, to the application of equitable principles and to the exercise of judicial discretion.

(e) The Underwriter will comply with all qualification requirements applicable to the Underwriter or Bonds under any securities laws of any jurisdiction in which registration is required.

(f) By entering into this Agreement, the Underwriter certifies that it and its parent company, wholly or majority-owned subsidiaries, and other affiliates, if any, are not currently engaged in, or for the duration of this Agreement will not engage in, a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. The Underwriter understands that "boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations, but does not include an action made for ordinary business purposes.

Section 17. Nonassignability of Underwriter Obligations. The obligations of the Underwriter under this Agreement shall not be subject to assignment without the prior written consent of the Township. This shall not prevent the Underwriter from obtaining the participation of other investment firms as additional Underwriter or members of a selling group.

Section 18. Acknowledgment and Agreement Regarding Role of Underwriter. The Township acknowledges and agrees that: (i) the primary role of the Underwriter, as an Underwriter, is to purchase Bonds, for resale to investors, in an arm's-length commercial transaction between the Township and the Underwriter and the Underwriter has financial and other interests that differ from those of the Township; (ii) the Underwriter is acting solely as a principal and is not acting as a municipal advisor, financial advisor or fiduciary to the Township and have not assumed any advisory or fiduciary responsibility to the Township with respect to the transaction contemplated hereby and the discussions, undertaking and procedures leading thereto (irrespective of whether the Underwriter has provided other services or is currently providing other services to the Township on other matters); (iii) the only obligations the Underwriter has to the Township with respect to the transaction contemplated hereby are expressly set forth in this Agreement; and (iv) the Township has consulted or been afforded the opportunity to consult, as applicable, with its own legal, accounting, tax, financial, municipal and other advisors, as applicable, to the extent it has deemed appropriate.

Section 19. No Other Agreements. This Agreement supersedes any other agreements between the Township and the Underwriter relating to the same subject, and any such agreements shall be null and void upon the effectiveness of this Agreement.

[Balance of Page is Intentionally Left Blank]

IN WITNESS WHEREOF, the Underwriter and the Township have caused this Bond Purchase Agreement to be duly executed in their respective names as of the date hereinbefore written.

TOWNSHIP OF COLERAIN
HAMILTON COUNTY, OHIO

By: _____

Name: Jeff Baker

Title: Fiscal Officer

By: _____

Name: Jeff Weckbach

Title: Township Administrator

RBC CAPITAL MARKETS, LLC

By:_____

Name: Kent Cashell

Title: Managing Director

[Signature Page to the Bond Purchase Agreement]

EXHIBIT A

CERTIFICATE OF FISCAL OFFICER

The undersigned, as the fiscal officer of the Township of Colerain, Hamilton County, Ohio, hereby certifies that the money required to meet the obligations of the Township under the foregoing Bond Purchase Agreement has been lawfully appropriated by the Board of Township Trustees of Township of Colerain for those purposes and is in the treasury of Township of Colerain or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Section 5705.41 of the Ohio Revised Code.

Dated: December ___, 2022

_____
Fiscal Officer
Township of Colerain, Hamilton County, Ohio

EXHIBIT B

CERTIFICATE OF AWARD

The undersigned, Fiscal Officer of the Township of Colerain, Hamilton County, Ohio (the "Township"), hereby determine, pursuant Section 6 of Resolution No. 105-22 adopted by the Board of Township Trustees on September 27, 2022 (the "Resolution") in connection with the issuance and sale of its $[12,000,000] General Obligation Fire Station Bonds, Series 2022 (the "Bonds") the following:

1. The aggregate principal amount of Bonds is $[12,000,000.00].

2. The Bonds will be dated the date of their delivery (scheduled for December 28, 2022) and will mature on the following dates: _____.

3. The Bonds have the following maturities, principal amounts, interest rates and public offering prices or yields:

4. The Original Purchaser of Bonds is RBC Capital Markets, LLC.

5. The Bond Registrar for the Bonds is U.S. Bank Trust Company, National Association.

6. The purchase price of Bonds is $[__,___,___.__], which is equal to the par amount of Bonds [plus/minus net original issue premium/original issue discount] of $[__,___.__], [less Underwriter's discount of $[__,___.__]]. The Underwriter shall retain from the Purchase Price the amount of $[__,___.__], which the Underwriter shall use to pay, as agent for the Township, certain costs of issuance of Bonds.]

7. [The Bonds maturing on or after November 1, 20__ shall be subject to redemption, by and at the sole option of the Township, either in whole or in part on any date, on or after _____ 1, 20__, in the amount of $_____ or any integral multiple thereof, at par, plus in each case accrued interest to the redemption date.]

8. [*Mandatory Redemption*. The Series 2022 Bonds stated to mature November 1, 20__, are subject to mandatory sinking fund redemption prior to maturity by lot at a redemption price equal to the principal amount of the Series 2022 Bonds called plus accrued interest thereon on the Redemption Date, in the years and principal amounts as follows:

Principal Payment Date (November 1)	**Principal Amount Subject to Mandatory Redemption**
20__	$___,___

20__	___,___
20__*	___,___

*Final Maturity.

9. The Series 2022 Bonds stated to mature November 1, 20__, are subject to mandatory sinking fund redemption prior to maturity by lot at a redemption price equal to the principal amount of the Series 2022 Bonds called plus accrued interest thereon on the Redemption Date, in the years and principal amounts as follows:

10.

Principal Payment Date (November 1)	**Principal Amount Subject to Mandatory Redemption**
20__	$___,___
20__	___,___
20__	___,___
20__	___,___
20__*	___,___

*Final Maturity.

The Series 2022 Bonds stated to mature November 1, 20__, are subject to mandatory sinking fund redemption prior to maturity by lot at a redemption price equal to the principal amount of the Series 2022 Bonds called plus accrued interest thereon on the Redemption Date, in the years and principal amounts as follows:

Principal Payment Date (November 1)	**Principal Amount Subject to Mandatory Redemption**
20__	$___,___
20__	___,___
20__	___,___
20__	___,___
20__*	___,___

*Final Maturity.]

11. Pursuant to Section 5 of the Resolution, premium in the amount of $[__,___.__] shall be deposited in the Township's Bond Retirement Fund.

12. The Bonds shall be issued in book entry form in accordance with Section 8(c) of the Resolution.

Capitalized terms used herein and not otherwise defined shall have the meanings assigned in the Resolution.

Dated: December 14, 2022

[Signature Page to Immediately Follow]

Dated: December ___, 2022

TOWNSHIP OF COLERAIN, HAMILTON COUNTY OHIO

By: _____

Fiscal Officer

[Signature Page to Certificate of Award]

EXHIBIT C

$[12,000,000]
COLERAIN TOWNSHIP
HAMILTON COUNTY, OHIO
GENERAL OBLIGATION FIRE STATION BONDS, SERIES 2022
ISSUE PRICE CERTIFICATE

The Undersigned, on behalf of RBC Capital Markets, LLC ("RBC") hereby certifies as set forth below with respect to the sale and issuance of the above-captioned obligations (the "Bonds").

1. ***Sale of Bonds***. As of the date of this certificate, the first price at which at least 10% of Bonds were sold to the Public is the respective price listed in Schedule A (the "Sale Price").

2. ***CUSIP Number[s].*** The CUSIP number assigned to the final maturity of Bonds is/are 193678 [___].

3. ***Yield on Bonds.*** It computed the yield on Bonds, [_____]%, as that yield (determined on the basis of annual compounding) which, when used in computing the present worth of all payments of principal and interest to be made with respect to particular obligations, produces an amount equal to their purchase price, which, in the case of Bonds is the Sale Price, determined without taking into account issuance expenses and Underwriter's discount.

4. ***Weighted Average Maturity.*** The "weighted average maturity" of Bonds has been calculated to be _____ years. The weighted average maturity is the Sale Price and the number of years to maturity, divided by the Sale Price of Bonds as of the date hereof.

5. ***Defined Terms***.

(a) *Issuer* means Township of Colerain, Hamilton County, Ohio.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Underwriter* means (i) any person that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of Bonds to the Public).

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents RBC's interpretation of any laws, including specifically Sections 103

and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information may be relied upon by the Issuer and with respect to compliance with the federal income tax rules affecting Bonds, and by Frost Brown Todd LLC in connection with rendering its opinion that the interest on Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to Bonds.

[SIGNATURE PAGE FOLLOWS]

RBC CAPITAL MARKETS, LLC, as
Underwriter

By:_____

Name: Kent Cashell

Title: Managing Director

SCHEDULE A

SALE PRICES OF BONDS

Maturity Date	Principal Amount	Interest Rate	Yield	Price
____/____/_____	$_____	[_.___]%	[_.___]%	[___.___]

THIS PRELIMINARY OFFICIAL STATEMENT AND THE INFORMATION CONTAINED HEREIN ARE SUBJECT TO COMPLETION OR AMENDMENT IN A FINAL OFFICIAL STATEMENT. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of the securities offered hereby in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to registration or qualification under the securities laws of that jurisdiction.

PRELIMINARY OFFICIAL STATEMENT DATED DECEMBER 5, 2022

NEW ISSUE
BOOK-ENTRY FORM ONLY

Moody's Rating: "___"
See "RATING" herein.

In the opinion of Frost Brown Todd LLC, Bond Counsel, under existing law (i) assuming continuing compliance with certain covenants and the accuracy of certain representations, interest on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal individual alternative minimum tax, although for tax years beginning after December 31, 2022, interest on the Bonds may affect the federal corporate alternative minimum tax for certain corporations; and (ii) interest on the Bonds, the transfer thereof, and any profit made on their sale, exchange or other disposition, are exempt from the Ohio personal income tax, the Ohio commercial activity tax, the net income base of the Ohio corporate franchise tax, and municipal, township, and joint economic development district income taxes in Ohio. Interest on the Bonds may be subject to certain federal income taxes imposed on certain corporations, and certain taxpayers may have certain other adverse federal income tax consequences as a result of owning the Bonds. For a more complete discussion of the tax aspects, see "TAX MATTERS" herein.

OFFICIAL STATEMENT

$12,000,000*
COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO
GENERAL OBLIGATION FIRE STATION BONDS, SERIES 2022

Dated: December __, 2022 **Due: As shown on the inside cover herein.**

The above-referenced bonds (the "Bonds") are unvoted general obligation debt of Colerain Township (Hamilton County), Ohio (the "Township"), issued to finance the costs of permanent improvements consisting of two (2) approximately 15,000 square-foot fire stations as further described under **THE BONDS – Authorization and Purpose**. Principal and interest, and any premium, unless paid from other sources, are to be paid from the proceeds of the Township's levy of ad valorem property taxes, which taxes are within the ten-mill limitation imposed by Ohio law. Terms used herein with initial capitalization where the rules of grammar would not otherwise so require and not defined have the meanings given to them under **DEFINITIONS**.

The Bonds will be issuable as fully registered bonds without coupons in the denominations set forth herein under a book entry only system and registered in the name of The Depository Trust Company or its nominee ("DTC"). There will be no physical delivery of the Bonds to the ultimate purchasers. The Underwriter has satisfied the requirements of DTC for the Bonds to be eligible for its book-entry services (See **BOOK-ENTRY ONLY SYSTEM**).

Interest on the Bonds will be payable semi-annually to the registered owner (DTC) at the respective rates shown on the inside cover herein on June 1 and December 1 of each year (each an "Interest Payment Date"), commencing June 1, 2023*.

Principal of the Bonds will be payable at the designated corporate trust office of U.S. Bank Trust Company, National Association, in Cincinnati, Ohio, as registrar, paying agent and transfer agent for the Bonds (the "Bond Registrar").

The Bonds will be subject to optional and mandatory redemption prior to stated maturity, as set forth herein. See **THE BONDS – Redemption Provisions** herein.

The Bonds are offered when, as and if issued and received by the Underwriter, subject to prior sale and to withdrawal or modification of the offer without notice. Bradley Payne, LLC has acted as municipal advisor to the Township in connection the Bonds.

Certain legal matters relating to the issuance of the Bonds are subject to the approving opinion of Frost Brown Todd LLC, Bond Counsel, Cincinnati, Ohio (See **LEGAL MATTERS** and **TAX MATTERS** herein).

This cover page contains certain information for general reference only. It is not a summary of the provisions of the Bonds. Investors must read the entire Official Statement to obtain information essential to the making of an informed investment decision.

This Official Statement has been prepared by the Township in connection with the original offering for sale by it of the Bonds. It is expected that delivery of the Bonds in definitive form will be made through DTC on or about December 28, 2022. The date of this Official Statement is December __, 2022, and the information herein speaks only as of that date.



* Preliminary, subject to change

MATURITY SCHEDULE*

$12,000,000*
COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO
GENERAL OBLIGATION FIRE STATION BONDS, SERIES 2022

$_,___,000
SERIAL BONDS

Year* (December 1)	Principal* Maturing	Interest Rate	Price	CUSIP[1]
2022	$ ___,000	_.___%	___.___	193678 ___
2023	___,000	_.000	___.___	193678 ___
2024	___,000	_.000	___.___	193678 ___
2025	___,000	_.000	___.___	193678 ___
2026	___,000	_.000	___.___	193678 ___
2027	___,000	_.000	___.___	193678 ___
2028	___,000	_.000	___.___	193678 ___
2029	___,000	_.000	___.___	193678 ___
2030	___,000	_.000	___.___	193678 ___
2031	___,000	_.000	___.___	193678 ___
2032	___,000	_.000	___.___	193678 ___

$_,___,000
_.000% TERM BONDS MATURING DECEMBER 1, 20__, PRICE ___.___*, CUSIP† 193678 ___

* Preliminary, subject to change

† Copyright © 2022 CUSIP Global Services. The Township is not responsible for the use of the CUSIP numbers referenced herein nor is any representation made by the Township as to their correctness; such CUSIP numbers are included solely for the convenience of the readers of the Official Statement.

* Priced to first call date December 1, 20__.

$12,000,000*
COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO
GENERAL OBLIGATION FIRE STATION BONDS, SERIES 2022

COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO

Matt Wahlert:	Trustee and President of the Board of Township Trustees
Dan Unger:	Trustee and Vice President of the Board of Township Trustees
Cathy Ulrich:	Trustee
Jeff Baker:	Fiscal Officer
Jeff Weckbach:	Township Administrator
Lawrence E. Barbiere, Esq.:	Law Director

PROFESSIONAL SERVICES

Bond Counsel:	Frost Brown Todd LLC Cincinnati, Ohio
Bond Registrar:	U.S. Bank Trust Company, National Association Cincinnati, Ohio
Underwriter:	RBC Capital Markets, LLC Cincinnati, Ohio
Financial Advisor:	Bradley Payne, LLC Sharonville, Ohio

* Preliminary, subject to change

REGARDING THIS OFFICIAL STATEMENT

This Official Statement does not constitute an offering of any security other than the original offering of Bonds (the "Bonds") of Colerain Township (Hamilton County), Ohio (the "Township"), identified on the Cover hereof. No person has been authorized by the Township to give any information or to make any representations other than those contained in this Official Statement, and if given or made, such other information or representation must not be relied upon as having been given or authorized by the Township. Statements contained in this Official Statement that involve estimates, forecasts, or matters of opinion, whether or not expressly described herein, are intended solely as such and are not to be construed as representations of facts.

The information set forth herein has been obtained from the Township and other sources that are believed to be reliable for purposes of this Official Statement. This Official Statement contains, in part, estimates and matters of opinion that are not intended as statements of fact, and no representation is made as to the correctness of such estimates and opinions or that they will be realized. The information and expressions of opinions herein are subject to change without notice and neither the delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, create any implication that there has been no change in the affairs of the Township since the date hereof.

CUSIP® is a registered trademark of the American Bankers Association. CUSIP Global Services is managed on behalf of the American Bankers Association by FactSet Research Systems Inc. Copyright© 2022 CUSIP Global Services. All rights reserved. CUSIP data herein is provided by CUSIP Global services. The data is not intended to create a database and does not serve in any way as a substitute for the CGS database. CUSIP numbers are provided for convenience of reference only. None of the Township, nor the Underwriter, the Bond Registrar, the Bond Counsel, the Municipal Advisor or their agents or counsel, assume responsibility for the accuracy of such numbers and no representation is made as to their correctness on the applicable Bonds or the Cover or as indicated herein. The CUSIP number for the Bonds is subject to being changed after the issuance of the Bonds as a result of various subsequent actions including, but not limited to, a refunding in whole or in part or as a result of the procurement of secondary market portfolio insurance or other similar enhancement by investors that is applicable to the Bonds.

The Ohio Municipal Advisory Council ("OMAC") has requested that this paragraph be included in this Official Statement. Certain information contained in the Official Statement is attributed to OMAC. OMAC compiles information from official and other sources. OMAC believes the information it compiles is accurate and reliable, but OMAC does not independently confirm or verify the information and does not guarantee its accuracy. OMAC has not reviewed this Official Statement to confirm that the information attributed to it is information provided by OMAC or for any other purpose.

The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibilities to investors under federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or completeness of such information.

UPON ISSUANCE, THE BONDS WILL NOT BE REGISTERED BY THE TOWNSHIP UNDER THE SECURITIES ACT OF 1933, AS AMENDED, OR THE SECURITIES LAW OF ANY STATE, AND WILL NOT BE LISTED ON ANY STOCK OR OTHER SECURITIES EXCHANGE. THE BONDS HAVE NOT BEEN APPROVED OR DISAPPROVED BY THE SECURITIES AND EXCHANGE COMMISSION, NOR HAS ANY OTHER FEDERAL, STATE, MUNICIPAL OR OTHER GOVERNMENTAL ENTITY OR AGENCY, EXCEPT THE BOARD OF TRUSTEES OF THE TOWNSHIP, PASSED UPON THE ACCURACY OR ADEQUACY OF THIS OFFICIAL STATEMENT OR APPROVED THE BONDS FOR SALE. THIS OFFICIAL STATEMENT DOES NOT CONSTITUTE AN OFFER TO SELL OR THE SOLICITATION OF AN OFFER TO BUY, AND THERE SHALL NOT

BE ANY SALE OF, THE BONDS BY ANY PERSON IN ANY JURISDICTION IN WHICH IT IS UNLAWFUL TO MAKE SUCH OFFER, SOLICITATION OR SALE.

IN CONNECTION WITH THIS OFFERING, THE UNDERWRITER MAY OVERALLOT OR EFFECT TRANSACTIONS WHICH STABILIZE OR MAINTAIN THE MARKET PRICE OF THE BONDS AT A LEVEL ABOVE THAT WHICH MIGHT OTHERWISE PREVAIL IN THE OPEN MARKET. SUCH STABILIZING, IF COMMENCED, MAY BE DISCONTINUED AT ANY TIME. THE UNDERWRITER MAY OFFER AND SELL THE BONDS TO CERTAIN DEALERS AND DEALER BANKS AND BANKS ACTING AS AGENT AT PRICES LOWER THAN THE PUBLIC OFFERING PRICE STATED ON THE COVER HEREOF AND SAID PUBLIC OFFERING PRICE MAY BE CHANGED FROM TIME TO TIME BY THE UNDERWRITER.

INVESTMENT CONSIDERATIONS

General

The Bonds, like all obligations of state and local governments, are subject to changes in value due to changes in the condition of the market for tax-exempt obligations or changes in the financial position of the Township.

It is possible under certain market conditions, or if the financial condition of the Township should change, that the market price of the Bonds could be adversely affected. With regard to the risk involved in a downward revision or withdrawal of the rating for the Bonds shown on the Cover, see **RATING**.

Subject to prevailing market conditions, the Underwriter intends, but is not obligated, to make a market in the Bonds. There is no assurance that a secondary market for the Bonds will develop or, if developed, will not be disrupted at any time. Consequently, investors may not be able to resell the Bonds purchased should they need or wish to do so for emergency or other purposes.

With regard to the risk involved in a loss of the exclusion from gross income for purposes of federal income taxation of interest payable on the Bonds, see **TAX MATTERS**.

Prospective purchasers of the Bonds should consult their own tax advisors prior to any purchase of the Bonds as to the impact of the Internal Revenue Code of 1986, as amended (the "Code"), upon their acquisition, holding or disposition of the Bonds.

Investment Suitability of Tax-Exempt Obligations

A primary test of the suitability of a tax-exempt obligation for an individual investor is a comparison of the yield the investor would have to earn on a taxable obligation to equal a tax-exempt yield in his or her income tax bracket. Individuals should consult with brokers or qualified financial or tax advisors to determine the taxable equivalent yield they could expect given their particular tax circumstances.

BOND ISSUE SUMMARY

The information contained in this Bond Issue Summary is qualified in its entirety by the entire Official Statement, which should be reviewed in its entirety by potential investors.

Issuer:	Colerain Township (Hamilton County), Ohio
Issue:	$12,000,000* General Obligation Fire Station Bonds, Series 2022 (the "Bonds")
Dated Date:	December __, 2022
Interest Payment Date:	Interest on the Bonds will be payable on each June 1 and December 1 (each an "Interest Payment Date"), commencing June 1, 2023*.
Principal Payment Date:	Principal on the Bonds will be payable on each December 1, as further described herein.
Redemption*:	Optional Redemption: The Bonds maturing on or after December 1, 20__ are subject to optional redemption prior to maturity at the sole option of the Township, either in whole or in part, on any date on or after December 1, 20__. (See "**THE BONDS – Redemption Provisions** – **Optional Redemption**" herein). Mandatory Sinking Fund Redemption: The Bonds maturing on December 1, 20__ and December 1, 20__ will be subject to mandatory sinking fund redemption prior to their stated maturity as set forth herein. (See "**THE BONDS – Redemption Provisions** – **Mandatory Sinking Fund Redemption**" herein).
Purpose:	The Bonds are being issued for the purpose of providing funds for the acquisition and improvement of (i) an approximately 15,000 square foot fire station and improvements related thereto located in the Township on Generation Drive and (ii) an approximately 15,000 square foot fire station and improvements related thereto located in the Township's Grosbeck neighborhood (collectively, the "Project"). (See **THE BONDS – Authorization and Purpose** herein.)
Security:	The Bonds will be unvoted general obligations of the Township and will contain a pledge of the full faith and credit of the Township for the payment of the principal of and interest on the Bonds when due.
Credit Rating:	The Bonds have a rating of "[___]" from Moody's Investors Service, Inc. (See **RATING** herein.)
Tax Matters:	In the opinion of Frost Brown Todd LLC, Bond Counsel, under existing law (i) assuming continuing compliance with certain covenants and the accuracy of certain representations, interest on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal individual alternative minimum tax, although for tax years beginning after December 31, 2022, interest on the Bonds may affect the federal corporate alternative minimum tax for certain corporations; and (ii) interest on the Bonds, the transfer thereof, and any profit made on their sale, exchange or other disposition, are exempt from the Ohio personal income tax, the Ohio commercial activity tax, the net income base of the Ohio corporate franchise tax, and municipal, township, and joint economic development district income taxes in Ohio. Interest on the Bonds may be subject to certain federal income taxes imposed on certain corporations, and certain taxpayers may have certain other adverse federal income tax consequences as a result of owning the Bonds. (See **TAX MATTERS** herein.)
Bank Qualification:	The Township has **not** designated the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code.

* Preliminary, subject to change

Legal Opinion:	Frost Brown Todd LLC, Cincinnati, Ohio
Underwriter:	RBC Capital Markets, LLC, Cincinnati, Ohio
Bond Registrar/ Paying Agent	U.S. Bank Trust Company, National Association, Cincinnati, Ohio
Municipal Advisor	Bradley Payne, LLC, Sharonville, Ohio
Book-Entry Only System:	The Bonds are being issued as fully registered Bonds in book-entry form only and book-entry interests therein will be available for purchase in amounts of $5,000 and integral multiples thereof. Owners of book-entry interests will not receive physical delivery of bond certificates. DTC or its nominee will receive all payments with respect to the Bonds from the Bond Registrar. DTC is required by its rules and procedures to remit such payments to its participants for subsequent disbursement to owners of the book-entry interests.
Delivery and Payment:	It is expected that delivery of the Bonds in definitive form will be made through DTC on or about December __, 2022. The Bonds will be released to the Underwriter against payment in federal funds.
Township Official:	Questions concerning the Official Statement should be directed to Jeff McElravy, Assistant Township Administrator, Colerain Township (Hamilton County), Ohio, 4200 Springdale Road, Colerain Township, OH 45251, Phone: 513-385-7500. Email: jmcelravy@colerain.org.

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$12,000,000*
COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO
GENERAL OBLIGATION FIRE STATION BONDS, SERIES 2022

INTRODUCTORY STATEMENT

This Official Statement has been prepared by the Board of Trustees (the "Board") of the Township in connection with the original issuance and sale by the Township of the Bonds identified on the Cover hereof.

All financial and other information presented herein has been provided by the Township from its records, except for information expressly attributed to other sources. The presentation of information, including tables of receipts from taxes and other sources, is intended to show recent historic information, and is not intended to indicate future or continuing trends in the financial position or other affairs of the Township. No representation is made that past experience, as might be shown by such financial and other information, will necessarily continue or be repeated in the future.

Certain statements contained in this Official Statement, including, without limitation, statements containing the words "believes," "anticipates," "expects" and words of similar import, involve known and unknown risks, uncertainties and other factors that may cause the actual results, performance or achievements of the Township to be materially different from any future results, performance or achievements expressed or implied by such statements. Such factors include, among others, general economic conditions, demographic changes, and existing government regulations and changes in, or the failure to comply with, government regulations. Certain of these factors are discussed in more detail elsewhere in this Official Statement. Given these uncertainties, readers of this Official Statement and investors are cautioned not to place undue reliance on such forward-looking statements.

This Official Statement should be considered in its entirety and no subject discussed should be considered less important than any other subject by reason of its location in the text. Reference should be made to laws, reports or documents referred to for more complete information regarding their contents.

References herein to provisions of Ohio law, whether codified in the Ohio Revised Code or uncodified, the Ohio Constitution, or federal law, are references to such provisions as they presently exist. Provisions of Ohio law and the Ohio Constitution and federal law may in the future, and from time to time, be amended, repealed or supplemented.

Additional information relating to the financial condition of the Township may be obtained by contacting Jeff McElravy, Assistant Township Administrator, Colerain Township (Hamilton County), Ohio, 4200 Springdale Road, Colerain Township, OH 45251, Phone: 513-385-7500. Email: jmcelravy@colerain.org.

* Preliminary, subject to change

DEFINITIONS

The following capitalized terms, as used in this Official Statement and the Appendices attached hereto, have the following meanings unless otherwise indicated:

"**Bankruptcy Code**" means Title 11 of the United States Code.

"**Board**" means the Board of Trustees of the Township.

"**Bond Counsel**" means Frost Brown Todd LLC, Cincinnati, Ohio.

"**Bond Registrar**" means U.S. Bank Trust Company, National Association, Cincinnati, Ohio.

"**Bond Resolution**" means a Resolution No. 105-22, passed by the Board on September 27, 2022.

"**Code**" means the Internal Revenue Code of 1986, as amended.

"**County**" means Hamilton County, Ohio, the county that has jurisdiction in practice and customarily handles property tax matters for the Township within the meaning of the Ohio Revised Code.

"**County Auditor**" means the County Auditor of the County.

"**County Treasurer**" means the County Treasurer of the County.

"**Cover**" means the cover page and the inside cover of this Official Statement.

"**Fiscal Officer**" means the Finance Director of the Township.

"**MSA**" means the Cincinnati, Ohio Metropolitan Statistical Area, as defined by the United States Office of Management and Budget.

"**OMAC**" means the Ohio Municipal Advisory Council.

"**Revised Code**" means the Ohio Revised Code, as amended.

"**State**" or "**Ohio**" means the State of Ohio.

"**State Auditor**" means the Auditor of the State.

"**Tax Commissioner**" means the Tax Commissioner of the State.

"**Township**" means Colerain Township (Hamilton County), Ohio.

"**Underwriter**" means RBC Capital Markets, LLC.

THE BONDS

Authorization and Purpose

The Bonds are to be issued pursuant to Section 505.37(D) of the Revised Code, as general obligation fire station bonds in the aggregate principal amount of $12,000,000*, the Bond Resolution, and

* Preliminary, subject to change

a certificate of award provided for by the Bond Resolution (collectively, the "Authorizing Legislation").

The Bonds are being issued for the purpose of paying for (i) the acquisition and improvement of an approximately 15,000 square foot fire station and improvements related improvements thereto located in the Township on Generation Drive, [and] (ii) the acquisition and improvement of an approximately 15,000 square foot fire station and improvements thereto located in the Township's Groesbeck neighborhood (collectively, the "Project").[; and (iii) certain costs related to the issuance of the Bonds.]

Any premium received by the Township on the sale of the Bonds not used to pay costs of issuance of the Bonds will be deposited in the Bond Retirement Fund. Money in that fund is used to pay debt service charges on the Bonds.

Form and Terms

The Bonds will be issued in fully registered form and the Bonds (as shown on the Cover hereof) will bear interest from their dated date until maturity, at the rate per annum as set forth on the Cover hereof, payable at maturity at the place and in the manner as indicated on the Cover of this Official Statement. The Bonds will be issued in denominations of $5,000 or any integral multiple thereof, provided that, so long as the Bonds shall be in book-entry form and held by a depository, each Bond will be of a single maturity, and will be numbered as determined by the Township Administrator and/or Fiscal Officer.

Principal of the Bonds (as shown on the Cover hereof) will be payable at maturity, in lawful money of the United States of America, at the designated corporate trust office of U.S. Bank Trust Company, National Association, Cincinnati, Ohio, which has been designated by the Board as the Bond registrar, paying agent, and transfer agent for the Bonds (the "Bond Registrar"). Interest on the Bonds will be payable to the person whose name appears as the registered holder thereof on the registration records maintained by the Bond Registrar, on the Record Date (15th day next preceding the Interest Payment Date) by check mailed to such registered holder at the address of such registered holder as it appears on the registration records. No deduction shall be made for exchange, collection, or service charges.

Redemption Provisions

Optional Redemption

The Bonds maturing on or after December 1, 20__ shall be subject to redemption are subject to redemption at the option of the Township by lot on or after December 1, 20__, in whole or in part (in the amount of $5,000 or any integral multiple thereof), on any date at a redemption price (expressed as a percentage of the principal amount) of par plus accrued interest to the date fixed for redemption.

If fewer than all of the outstanding Bonds are called for redemption at one time, they may be called in any order of their maturities, as determined by the Fiscal Officer, and if fewer than all Bonds of a single maturity are to be redeemed, the selection of Bonds to be redeemed, or portions thereof in amounts of $5,000 or any integral multiple thereof, shall be made by lot by the Bond Registrar in any manner which the Bond Registrar may determine. In the case of a partial redemption of Bonds by lot when Bonds of denominations greater than $5,000 are then outstanding, each $5,000 unit of principal thereof shall be treated as though it were a separate Bond of the denomination of $5,000. If it is determined that one or more, but not all of the $5,000 units of principal represented by a Bond are to be called for redemption, then upon notice of redemption of a $5,000 unit or units, the registered owner of that Bond shall surrender the Bond to the Bond Registrar (i) for payment of the redemption price of the $5,000 unit or units called

for redemption (including, without limitation, the interest accrued to the date fixed for redemption and any premium), and (ii) for issuance, without charge to the registered owner thereof, of a new Bond or Bonds of any authorized denominations or denominations in an aggregate principal amount equal to the unmatured and unredeemed portion of, and bearing interest at the same rate and maturing on the same date as, the Bond surrendered.

The notice of the call for redemption of Bonds shall identify (i) by designation, letters, numbers or other distinguishing marks, the Bonds or portions thereof to be redeemed, (ii) the redemption price to be paid, (iii) the date fixed for redemption, and (iv) the place or places where the amounts due upon redemption are payable. The notice shall be given by the Bond Registrar on behalf of the Township by mailing a copy of the redemption notice by first class mail, postage prepaid, at least 30 days prior to the date fixed for redemption, to the registered owner of each Bond subject to redemption in whole or in part at the registered owner's address shown on the register maintained by the Bond Registrar at the close of business on the 15th day preceding that mailing. Failure to receive notice by mail or any defect in that notice regarding any Bond, however, shall not affect the validity of the proceedings for the redemption of any Bonds. Notwithstanding anything to the contrary contained herein, the notice may state (i) that it is conditioned upon the deposit of moneys in an amount equal to the amount necessary to effect the redemption, with the Bond Registrar no later than the date fixed for redemption, or (ii) that the Township retains the right to rescind such notice on or prior to the date fixed for redemption (in either case, a "Conditional Redemption"), and such notice and optional redemption shall be of no effect if such moneys are not deposited or if the notice is rescinded in writing, and disseminated to each holder of the Bonds called for redemption in accordance with the procedures set forth in this Section, no later than seven (7) days prior to the date fixed for redemption.

Mandatory Sinking Fund Redemption*

The Bonds that are term bonds are subject to mandatory sinking fund redemption prior to maturity as follows:

The Bonds that are term bonds maturing on December 1, 20__ are subject to mandatory sinking fund redemption prior to maturity by lot by the Registrar without action by the Township at par plus accrued interest to the date of redemption in the following principal amounts and in each of the following years:

Year	Principal Amount to be Redeemed
†	
TOTAL	$

* Preliminary, subject to change.

The Bonds that are term bonds maturing on December 1, 20__ are subject to mandatory sinking fund redemption prior to maturity by lot by the Registrar without action by the Township at par plus accrued interest to the date of redemption in the following principal amounts and in each of the following years:

Year	Principal Amount to be Redeemed
†	
TOTAL	$

ESTIMATED SOURCES AND USES OF FUNDS

The proceeds of the Bonds will be applied as follows:

Sources	
Par value of the Bonds	$12,000,000.00*
Net original issue [premium] [discount]	___,___.__
Total Sources	$__,___,___.__
Uses	
Deposit to Project Fund	$__,___,__.__
[Costs of issuance**	___,___.__]
Deposit to Bond Retirement Fund (Premium to the Township)	___,___.__
Total Uses	$__,___,___.__

** Includes Underwriter's compensation, Municipal Advisor compensation, rating fees, printing and distribution costs, legal fees, and miscellaneous expenses.

SECURITY AND SOURCE OF PAYMENT FOR THE TOWNSHIP GENERAL OBLIGATION DEBT

The Bonds are unvoted general obligation debt of the Township, payable from the sources described, subject to Chapter 9 of the Bankruptcy Code and other laws affecting creditors' rights. The basic security for payment of the Bonds is the requirement that the Township levy ad valorem property taxes within the ten-mill limitation (which limitation is further described in **Appendix A** under "TOWNSHIP DEBT AND OTHER LONG-TERM OBLIGATIONS"), which taxes are limited as to rate and amount, to

* Preliminary, subject to change

the extent necessary to pay the anticipated debt service on the Bonds as the same becomes due, and to the extent that such debt service on the Bonds is not paid from other sources.

The Bonds are also secured by a pledge of the full faith and credit of the Township. This pledge includes all of the funds of the Township, except those prohibited from use by the Ohio Constitution, State or federal law, or specifically limited to another use. (See "TOWNSHIP DEBT AND OTHER LONG-TERM OBLIGATIONS – Statutory Direct Debt Limitations and – Indirect Debt and Unvoted Property Tax Limitations" in **Appendix A**.) Those exceptions include tax levies voted for specific purposes or expressly pledged to certain obligations and special assessments pledged to particular bonds or bonds. A similar pledge is made in each resolution authorizing voted or unvoted general obligation debt.

Although the Bonds are secured as described above, the Township anticipates that debt service on the Bonds will be paid from the collection of general property tax proceeds resulting from collection of the Township's "inside" millage. It is expected that proceeds of the Township's inside millage will be adequate to cover principal and interest payments on the Bonds. The Township has never been required to levy an ad valorem property tax for debt charges on its debt.

In addition to the right of individual bondholders to sue upon their particular Bonds, State law authorizes the holders of not less than 10% in principal amount of the Bonds to bring mandamus or other actions to enforce all contractual or other rights of the bondholders, including the right to require the Township to assess, levy, charge, collect and apply the taxes to pay debt service on the Bonds, and in the case of any default in payment of debt service on the Bonds, to bring an action to require the Township to account as if it were the trustee of an express trust for the bondholders or to enjoin any acts that may be unlawful or in violation of bondholder rights.

COVID-19 DISCLOSURE

In 2020, COVID-19, a respiratory disease caused by a new strain of coronavirus, spread throughout the world and was declared a pandemic by the World Health Organization and negatively affected international and domestic travel, commerce and financial markets. Both the President of the United States and the Governor of the State declared states of emergency as a result of the outbreak and spread of the disease. The spread of COVID-19 decreased economic activity throughout the State and the Township. In 2021, multiple types of COVID-19 vaccines were given to residents of the State and the Township. The Governor of the State ended the declared state of emergency for the State on June 18, 2021 and the Director of the Ohio Department of Health rescinded several orders relating to COVID-19. The long-term efficacy of the vaccines and/or the willingness of residents to take them is subject to uncertainty and future Ohio Department of Health orders may be issued which may limit economic activity throughout the State and Township.

During 2020 and 2021, the Township's finances were not materially affected by changes to local property tax valuations, collections and the timing thereof, but the future effects of COVID-19 are uncertain and may result in a material reduction of revenues to the Township. No assurance can be given that the collection of any taxes will remain at levels historically collected by the Township, including the revenue to be used to make payments on the Bonds. Additionally, the disease negatively impacted State revenues, which may lead to a decrease or change in timing of State local government assistance distributions to the Township.

The federal Coronavirus Aid, Relief and Economic Security (CARES) Act, signed into law in March, 2020, created a $150 billion Coronavirus Relief Fund to assist state and local governments with costs related to the COVID-19 pandemic. Under federal guidelines, the State was to distribute $1.2 billion of these funds to cities, counties and other local governments for spending on eligible costs by December 31, 2021. The Township received $3.8 million of federal and State CARES funds that were used for

various approved purposes (per the Department of Treasury and Ohio Office of Budget and Management). The federal American Rescue Plan (ARP) Act was signed into law in March 2021, and provides among other funding, $350 billion for state and local governments. The State has determined that the Township is eligible for funds under the ARP in the amount of $7,496,967. The Township is in the process of determining how to spend its remaining ARP funds.

UNDERWRITING

RBC Capital Markets, LLC (the "Underwriter") has agreed, pursuant to the Bond Purchase Agreement with the Township dated December __, 2022 (the "Purchase Agreement"), to purchase all, but not less than all, of the Bonds at a purchase price of $__,___,___.__ (the "Purchase Price"), which is equal to the par amount of the Bonds ($12,000,000*), [plus net original issue premium] [less net original discount] ($___,___.__), less Underwriter's discount ($__,___.__).

[Costs of issuance of the Bonds will be paid by the Township from amounts other than proceeds of the Bonds] [The Underwriter will retain $__,___.__ from the Purchase Price to pay certain costs of issuance of the Bonds on behalf of the Township, including rating fees, printing and distribution costs, legal fees, and other miscellaneous expenses.]

The Underwriter and its respective affiliates are full-service financial institutions engaged in various activities that may include securities trading, commercial and investment banking, municipal advisory, brokerage, and asset management. In the ordinary course of business, the Underwriter and its respective affiliates may actively trade debt and, if applicable, equity securities (or related derivative securities) and provide financial instruments (which may include bank loans, credit support or interest rate swaps). The Underwriter and its respective affiliates may engage in transactions for their own accounts involving the securities and instruments made the subject of this securities offering or other offering of the Issuer. The Underwriter and its respective affiliates may make a market in credit default swaps with respect to municipal securities in the future. The Underwriter and its respective affiliates may also communicate independent investment recommendations, market color or trading ideas and publish independent research views in respect of this securities offering or other offerings of the Issuer.

The Underwriter is purchasing the Bonds as originally issued for purpose of resale. The Underwriter reserves the right to join with dealers and other underwriters in offering the Bonds to the public. The Underwriter may offer and sell the Bonds to certain dealers (including dealer banks and dealers depositing the Bonds into unit investment trusts, certain of which may be sponsored or managed by the Underwriter), and others at prices lower than the public offering prices noted on the Cover. The initial offering prices of the Bonds may be changed, from time to time, by the Underwriter.

The obligation of the Underwriter to accept delivery of the Bonds is subject to the various conditions set forth in the Purchase Agreement. The Underwriter is obligated to purchase all of the Bonds if any of the Bonds are purchased.

MUNICIPAL ADVISOR

Bradley Payne, LLC is serving as the municipal advisor to the Township in connection with the issuance and sale of the Bonds. The municipal advisor is not obligated to undertake, and has not undertaken to make, an independent verification or to assume responsibility for the accuracy, completeness or fairness of the information contained in this Official Statement.

* Preliminary, subject to change

RATING

As noted on the Cover, the Township has applied for a rating of the Bonds from Moody's Investors Service, Inc. ("Moody's"), which has rated the Bonds "____." No application for a rating has been made to any other rating agency.

The rating reflects only the views of Moody's. Any explanation of the significance of the rating may only be obtained from Moody's Investors Service, 99 Church Street, New York, New York 10007, telephone (212) 908-0500; website: www.moodys.com.

The Township furnished to Moody's certain information and materials, some of which may not have been included in this Official Statement, relating to the Bonds and the Township. Generally, rating agencies base their ratings on such information and materials, as well as investigation, studies and assumptions by the rating agencies. Such ratings are not recommendations to buy, sell or hold the Bonds.

There can be no assurance that a rating, when assigned, will continue for any given period of time or that it will not be lowered or withdrawn entirely by a rating agency if, in the rating agency's judgment, circumstances so warrant. In addition, the Township currently expects to provide to Moody's (but assumes no obligation to furnish to the Underwriter or the holders of the Bonds) further information and materials that it or they may request. However, the Township does not obligate itself hereby to furnish such information and materials to Moody's, and the Township may issue unrated bonds and notes from time to time. Failure by the Township to furnish such information and materials, or the issuance of unrated bonds or notes, may result in the suspension or withdrawal of a rating agency's rating on the Bonds. Any lowering, suspension or withdrawal of such rating may have an adverse effect on the marketability or market price of the Bonds.

LITIGATION

Litigation Generally

To the knowledge of the appropriate officials of the Township, no litigation or administrative action or proceeding is pending or threatened restraining or enjoining, or seeking to restrain or enjoin, the issuance and delivery of the Bonds, or the levy and collection of taxes to pay the debt service on the Bonds, or contesting or questioning the proceedings and authority under which the Bonds are to be authorized and are to be issued, sold, executed or delivered, or the validity of the Bonds. A no-litigation certificate to such effect will be delivered to the Underwriter at the time of original delivery of the Bonds to the Underwriter.

In common with other political subdivisions, the Township from time to time receives notices of claims for money damages. In the opinion of Township officials, any such claims outstanding, regardless of their merit, are not in excess of the Township's insurance coverage.

The Township is a party to various legal proceedings seeking damages or injunctive or other relief and generally incidental to its operations. These proceedings are unrelated to the Bonds or the security for the Bonds, or the permanent improvements being financed. The ultimate disposition of these proceedings is not now determinable, but will not, in the opinion of the Law Director, have a material adverse effect on the Bonds, the security for the Bonds, or those improvements or the Township's operating revenues.

LEGAL MATTERS

Legal matters incident to the issuance of the Bonds and with regard to the excludability from gross income for federal income tax purposes of the interest thereon (see **TAX MATTERS** herein) are

subject to the approving opinion of Frost Brown Todd LLC, Bond Counsel to the Township. A signed copy of that opinion will be delivered to the Underwriter at the time of original delivery. Assuming no change in applicable law prior to the date of delivery of such opinion, the opinion will be substantially in the form attached hereto as **Appendix C**. The opinion will speak only as of its date, and subsequent distribution of it by recirculation of the Official Statement or otherwise shall create no implication that Bond Counsel has reviewed or expresses any opinion concerning any of the matters referred to in the opinion subsequent to the date thereof.

While Bond Counsel has participated in the preparation of portions of this Official Statement, it has not been engaged to confirm or verify, and expresses and will express no opinion as to the accuracy, completeness or fairness of any of the statements in this Official Statement, including its appendices (other than **Appendix C**), or in any other reports, financial information, offering or disclosure documents or other information pertaining to the Township or the Bonds that may be prepared or made available by the Township or others to the holders of the Bonds or others.

TAX MATTERS

General

In the opinion of Frost Brown Todd LLC, Bond Counsel, under existing law interest on the Bonds is excluded from gross income for federal income tax purposes under Section 103(a) of the Code, and is not treated as an item of tax preference under Section 57 of the Code for purposes of the federal individual alternative minimum tax, although for tax years beginning after December 31, 2022, interest on the Bonds may affect the federal corporate alternative minimum tax for certain corporations. Further, the Bonds are not "private activity bonds" as defined in Section 141(a) of the Code.

Interest on the Bonds, the transfer thereof, and any profit made on their sale, exchange or other disposition, are exempt from the Ohio personal income tax, the Ohio commercial activity tax, the net income base of the Ohio corporate franchise tax, and municipal, township, and joint economic development district income taxes in Ohio.

Bond Counsel will express no opinion and make no representation regarding other federal, state or local income tax consequences resulting from the receipt or accrual of interest on the Bonds. The opinion on tax matters will be based on and will assume the accuracy of certain representations and certifications made by the Board and others, and the compliance with certain covenants of the Township, to be contained in the transcript of proceedings and which are intended to evidence and assure the foregoing, including that the Bonds are and will remain obligations the interest on which is excluded from gross income for federal income tax purposes. Bond Counsel has not and will not independently verify the accuracy of such certifications and representations.

The Township has not designated the Bonds as "qualified tax-exempt obligations" as defined in Section 265(b)(3) of the Code.

The Code prescribes a number of qualifications and conditions for the interest on state and local government obligations to be and remain excluded from gross income for federal income tax purposes, some of which require future or continued compliance after issuance of the obligations in order for the interest to be and continue to be so excluded from the date of issuance. Noncompliance with these requirements could cause the interest on the Bonds to be included in gross income for federal income tax purposes and thus to be subject to regular federal income tax retroactively to the date of their issuance. The Township has covenanted to take such actions that may be required of it for the interest on the Bonds to be

and remain excluded from gross income for federal income tax purposes, and not to take any actions which would adversely affect that exclusion.

Under the Code, interest on the Bonds may be subject to a branch profits tax imposed on certain foreign corporations doing business in the United States of America and a tax imposed on excess net passive income of certain S corporations. Under the Code, the exclusion of interest from gross income for federal income tax purposes can have certain adverse federal income tax consequences on items of income or deductions for certain taxpayers, including among them financial institutions, certain insurance companies, recipients of Social Security and Railroad Retirement benefits, and those that are deemed to incur or continue indebtedness to acquire or carry tax-exempt obligations and individuals otherwise eligible for the earned income credit or the premium assistance tax credit. The applicability and extent of these or other tax consequences will depend upon the particular tax status or other items of income and expenses of the holders of the Bonds. Bond Counsel will express no opinion and make no representation regarding such consequences.

From time to time, legislative proposals are pending in the United States Congress that would, if enacted, alter or amend one or more of the federal tax matters referred to above in certain respects or would adversely affect the market value of the Bonds. Court proceedings may also be filed, the outcome of which could modify the tax treatment of obligations such as the Bonds. There can be no assurance that legislation enacted or proposed, or actions by a court, after the date of issuance of the Bonds will not have an adverse effect on the tax status of interest or other income on the Bonds or the market value of the Bonds.

Prospective purchasers of the Bonds should consult their own tax advisors regarding pending or proposed federal and state tax legislation and court proceedings, and prospective purchasers of the Bonds at other than their original issuance at the respective prices indicated on the Cover of this Official Statement should also consult their own tax advisors regarding other tax considerations such as the consequences of market discount, as to all of which Bond Counsel express no opinion.

Original Issue Discount

Certain of the Bonds may be sold to the public at a price of less than 100% of their face amount (the "Discount Bonds"). The following information, which has not been included in the opinion of Bond Counsel, may be helpful to prospective purchasers of the Discount Bonds.

Under present federal income tax law, original issue discount (i.e., the difference between the issue price, as hereinafter defined, of a Discount Bond and the stated redemption price at maturity of such Discount Bond), is treated as accruing (accreted) over the term of such Discount Bond. The issue price is the price at which a substantial amount of the Discount Bonds are sold to the public (excluding bond house, brokers or similar persons acting in the capacity of underwriters or wholesalers). In general, the amount of original issue discount which is to be accreted in each "accretion period" will equal (i) the issue price of that Discount Bond, increased by the amount of original issue discount which has been accreted in all prior accretion periods, multiplied by (ii) the initial offering yield of that Discount Bond reflected on the inside cover page of this Official Statement (determined on the basis of compounding at the close of each accretion period and properly adjusted for the length of the accretion period), minus, with respect to the Bonds, interest actually paid during such accretion period. For these purposes, "accretion period" means a six-month period (or shorter period from the date the Discount Bond was issued) which ends on a day in the calendar year corresponding to the maturity date of that Discount Bond or the date six months before such maturity date.

The amount of original issue discount so accreted in a particular accretion period will be considered to accrete ratably on each day of the accretion period. Such accreted amount is used for purposes

of determining the adjusted basis for federal income tax purposes of the holder of such Discount Bond but is not included in such holder's gross income for federal income tax purposes. Consequently, a purchaser who buys a Discount Bond in the initial offering at the issue price and holds such Discount Bond to its maturity would not realize any gain or loss for federal income tax purposes upon payment of the stated redemption price of that Discount Bond at maturity.

Amortizable Bond Premium

Certain of the Bonds may be sold at issue prices greater than the principal amount payable at maturity or earlier call date (the "Premium Bonds"). The following information, which has not been included in the opinion of Bond Counsel, may be helpful to prospective purchasers of the Premium Bonds.

Premium Bonds will be considered to be issuable with amortizable bond premium (the "Bond Premium"). A taxpayer who acquires a Premium Bond in the initial public offering will be required to adjust his or her basis in the Premium Bond downward as a result of the amortization of the Bond Premium, pursuant to Section 1016(a)(5) of the Code. The amount of amortizable Bond Premium will be computed on the basis of the taxpayer's yield to maturity with compounding at the end of each accrual period. Rules for determining (i) the amount of amortizable Bond Premium and (ii) the amount amortizable in a particular year are set forth at Section 171(b) of the Code. No income tax deduction for the amount of amortizable Bond Premium will be allowed to a holder pursuant in Section 171(a)(2) of the Code. The amortization of Bond Premium may be taken into account as a reduction in the amount of tax-exempt income for purposes of determining other tax consequences of owning the Premium Bonds. A purchaser of a Premium Bond at its issue price in the initial public offering who holds that Premium Bond to maturity will realize no gain or loss upon the retirement of such Premium Bond.

PROSPECTIVE PURCHASERS OF THE DISCOUNT OR PREMIUM BONDS SHOULD CONSULT THEIR OWN TAX ADVISORS AS TO THE TAX CONSEQUENCES OF THE PURCHASE, SALE, TRANSFER, REDEMPTION, PAYMENT, OR OTHER DISPOSITION OF THE DISCOUNT OR PREMIUM BONDS, INCLUDING, WITHOUT LIMITATION, MODIFICATIONS TO THE METHOD FOR AMORTIZING PREMIUM FOR CERTAIN SUBSEQUENT PURCHASERS, AND INCLUDING THE EFFECT OF ANY APPLICABLE STATE OR LOCAL INCOME TAX LAWS.

BOOK-ENTRY ONLY SYSTEM

The information in this section concerning DTC and DTC's book-entry only system has been obtained from DTC and the Township takes no responsibility for the completeness or accuracy thereof. The Township cannot and does not give any assurances that DTC, Direct Participants or Indirect Participants will distribute to the Beneficial Owners (each as hereinafter defined) (a) payments of interest, principal, or premium, if any, with respect to the Bonds, (b) certificates representing ownership interest in or other confirmation of ownership interest in the Bonds, or (c) redemption or other notices sent to DTC or Cede & Co., its partnership nominee, as the registered owner of the Bonds, or that they will do so on a timely basis or that DTC, Direct Participants or Indirect Participants will act in the manner described in this Official Statement. The current "Rules" applicable to DTC are on file with the Securities and Exchange Commission and the current "Procedures" of DTC to be followed in dealing with DTC Participants are on file with DTC.

DTC will act as securities depository for the Bonds. The Bonds will be issued as fully-registered Bonds registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond certificate will be issued for the Bonds, in the aggregate principal amount of such Bonds, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at **www.dtcc.com**.

Purchases of Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in the Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Bonds may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Bonds, such as redemptions, tenders, defaults, and proposed amendments to the Bonds. For example, Beneficial Owners of Bonds may wish to ascertain that the nominee holding the Bonds for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the Bond Registrar and request that copies of the notices be provided directly to them.

Redemption notices shall be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to the Bonds unless authorized by a Direct Participant in accordance with DTC's MMI procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the Township as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the Bonds are credited on the record date (identified in a listing attached to the Omnibus Proxy).

Redemption proceeds, distributions and dividend payments on the Bonds will be made to Cede & Co. or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts, upon DTC's receipt of funds and corresponding detail information from the Township or the Bond Registrar, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name", and will be the responsibility of such Participant and not of DTC, the Bond Registrar, or the Township, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the Township or the Bond Registrar, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the Bonds at any time by giving reasonable notice to the Township or the Bond Registrar. Under such circumstances, in the event that a successor depository is not obtained, Bond certificates are required to be printed and delivered.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the Township believes to be reliable, but the Township takes no responsibility for the accuracy thereof.

Revision of Book-Entry Only System - Replacement Bonds

The Authorizing Legislation provides for issuance of fully registered Bonds (the "Replacement Bonds") directly to owners other than DTC or its nominee only if DTC determines not to continue to act as security depository of the Bonds. In such event, the Township may in its discretion establish a securities depository/book entry relationship with another qualified securities depository. If the Township does not or is unable to do so, and after appropriate notice to DTC, the Township's Bond Registrar will authenticate and deliver fully registered Replacement Bonds, in the denominations of $5,000 or any multiple thereof, to or at the direction of and, if the event is not the result of Township action or inaction, at the expense (including printing costs) of, any persons requesting such issuance. Replacement Bonds may be transferred, registered and assigned only in the registration books of the Township's Bond Registrar.

TRANSCRIPT AND CLOSING DOCUMENTS

A complete transcript of proceedings for the Bonds, including an appropriate no-litigation certificate (described above under **LITIGATION**), will be delivered by the Township when the Bonds are delivered by the Township to the Underwriter. The Township will at that time also provide to the

Underwriter a certificate of the Board and Fiscal Officer, in the form attached hereto as **Appendix D**, addressed to the Underwriter relating to the accuracy and completeness of this Official Statement.

CYBER-SECURITY

The Township, like many other large public and private entities, relies on a large and complex technology environment to conduct its operations and faces multiple cybersecurity threats, including, but not limited to, hacking, phishing, viruses, malware and other attacks on its computing and other digital networks and systems (collectively, "Systems Technology"). As a recipient and provider of personal, private, or sensitive information, the Township may be the target of cybersecurity incidents that could result in adverse consequences to the Township and its Systems Technology, requiring action to mitigate the consequences. Cybersecurity incidents could result from unintentional events or from deliberate attacks by unauthorized entities or individuals attempting to gain access to the Township's Systems Technology for the purposes of misappropriating assets or information or causing operational disruption and damage. In the event of a Systems Technology breach, the Township has instituted a cyber-security policy.

To mitigate the risk of operations impact and/or damage from cybersecurity incidents or cyber-attacks, the Township invests in multiple forms of cybersecurity and operational safeguards. While Township cybersecurity and operational safeguards are periodically tested, no assurances can be given by the Township that such measures will ensure against cybersecurity threats and attacks, and any breach could damage the Township's Systems Technology and cause material disruption to the Township's finances or operations. The costs of remedying any such damage or protecting against future attacks could be substantial. Furthermore, cybersecurity breaches could expose the Township to material litigation and other legal risks, which could cause the Township to incur material costs.

CONTINUING DISCLOSURE

The Township has agreed for the benefit of the holders and Beneficial Owners of the Bonds to provide annual financial information and notices of certain events. Concurrently with the delivery of the Bonds, the Township will deliver a Continuing Disclosure Certificate (the "Disclosure Certificate"), in the form attached hereto as **Appendix E**, describing the nature of the information to be provided, the persons and entities to whom such information will be provided and the times at which such information will be provided. The Township's failure to comply with any undertaking contained in the Continuing Disclosure Certificate will not constitute an event of default under the Bonds. The Township has never failed to comply in all material respects with the undertakings contained in continuing disclosure certificates delivered by the Township in connection with bonds or bonds heretofore offered by the Township.

The information in the immediately preceding paragraph is included in this Official Statement out of an abundance of caution in light of the uncertainty that exists in the municipal market concerning what constitutes a failure to comply with a prior continuing disclosure agreement and whether a particular instance of noncompliance constitutes material noncompliance, and also in keeping with the spirit of the Rule to improve disclosure in the municipal securities market. By providing that information, the Township does not intend to make, and is not making, any statement or suggestion regarding its materiality to any investor.

The Disclosure Certificate is being executed by the Township to assist the Underwriter in complying with the Rule. Specifically, the Township agrees to provide notice of the enumerated events to the MSRB in an electronic format.

CONCLUDING STATEMENT

To the extent that any statements made in this Official Statement involve matters of opinion or estimates, whether or not expressly stated to be such, they are made as such and not as representations of fact or certainty, and no representation is made that any of such statements will be realized. Information herein has been derived by the Township from official and other sources and is believed by the Township to be reliable, but information other than that obtained from official records of the Township has not been independently confirmed or verified by the Township and its accuracy is not guaranteed.

Neither this Official Statement nor any statement which may have been made orally or in writing is to be construed as or as part of a contract with the original purchasers or holders of the Bonds.

This Official Statement has been duly prepared and delivered by the Township, and executed for and on behalf of the Board and the Township by the officials identified below.

COLERAIN TOWNSHIP
HAMILTON COUNTY, OHIO

By: /s/_____
Trustee

By: /s/_____
Trustee

By: /s/_____
Trustee

By: /s/_____
Fiscal Officer

APPENDIX A

COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO

GENERAL INFORMATION

General Introduction

The Township, organized in 1794, is a limited home rule township located in the southwestern portion of the State, northwest of Cincinnati, within Hamilton County adjacent to the Interstate 75 corridor with the major arteries Interstate 275, Interstate 74 and US Route 27 running through the Township. The Township is approximately 10 miles north of the downtown business district of Cincinnati and is 40 miles south of Dayton. The Township benefits from the convergence of the Cincinnati and Dayton metro areas.

The Township comprises an area of approximately 44 square miles and is in the Cincinnati, Ohio Metropolitan Statistical Area ("MSA"), which includes the five Ohio counties of Brown, Butler, Clermont, Hamilton and Warren. There are no municipalities included within the territory and assessed valuation of the Township. Overlapping entities include Hamilton County, Northwest Local School District, and Mt. Healthy Local School District.

Based on the 2020 Decennial Census conducted by the U.S. Census Bureau, the Township's 2020 population was 59,239, an increase from 58,499 in the year 2010.

Land use of the Township's area, based upon its collection year 2022 real property assessed valuation of $1,295,250,850.00, is as follows:

	Assessed Valuation ($)	Percent of Assessed Valuation of Real Property (%)
Residential	1,055,303,920.00	81.47
Agricultural	10,713,630.00	0.83
Commercial	212,880,920.00	16.44
Industrial	16,352,380.00	1.26
Railroad	0.00	0.00
Total Real	1,295,250,850.00	100.00

Source: Ohio Municipal Advisory Council

Transportation

The Cincinnati/Northern Kentucky International Airport (the "Airport") is approximately 25 miles from the Township in Northern Kentucky. According to the Airport's Basic Financial Statements and Other Required Information issued under the provisions of the Office of Management and Budget Uniform Guidance, December 31, 2020 and 2019, scheduled passenger service at the Airport was provided by seven airline groups through a total of fourteen mainline and regional carriers. Air Canada suspended service at the Airport during 2020 due to restrictions imposed on transborder air travel due to COVID-19, but resumed service starting May 2022. Scheduled cargo service was provided by three cargo carriers. The Airport serves as DHL Worldwide Express Inc.'s main international cargo hub for North America and Latin America and is one of DHL's three global super hubs. The Airport is also home to the Amazon Air Cargo Hub. In March 2019, the Airport entered into a ground lease with Amazon.com Services, Inc. for an approximately 650-acre site on the south side of the airport with an option for an additional site of approximately 479 acres on the north side of the airport. The first phase of the south side location opened August 2021. Future phases of the south side location are currently planned to open in 2026 and beyond, with the actual timing being dependent on economic conditions and operational requirements. The total estimated cost of the south side development is approximately $1.5 billion.

Lunken Airport, which is owned and operated by the City of Cincinnati, serves general aviation needs, including corporate and charter aircraft.

The Cincinnati, Ohio Metropolitan Statistical Area ("MSA") is an important freight rail center. Cincinnati is served by three major railroad systems: CSX Transportation, Norfolk Southern Corporation and Conrail. The Indiana and Ohio RR/RY also serve Southeast Indiana and Southeast Ohio.

Media

The MSA has one daily newspaper of general circulation, the *Cincinnati Enquirer*. Weekly publications include the *Cincinnati Business Courier*, the *Cincinnati Herald* urban newspaper, and *CIN Weekly*, an arts and leisure publication of the *Enquirer*. *Cincinnati Magazine* is published monthly. Eight television stations, including the nation's oldest educational station, are available in addition to cable and satellite television. Approximately 60 AM and FM radio stations complement the area's communication capabilities.

Education

Two school districts serve the majority of residents within the Township, the Northwest Local School District ("NWLSD") and Mt. Healthy Local School District ("MHLSD"). With reputations for excellence, the schools in these Districts have been a significant factor in the growth of the Township.

The Art Academy of Cincinnati, Union Institute & University, University of Cincinnati Clermont College, Mt. St. Joseph University, Hebrew Union College, Northern Kentucky University, Thomas More University, Cincinnati State Technical and Community College, University of Cincinnati and Xavier University are all approximately within one-half hour of the Township.

Health Care and Wellness Facilities

There are a total of approximately 28 acute care hospitals in the MSA, including Mercy Hospital which is located 3 miles south of the Township in Mt. Airy. Within the County there are 11 acute care facilities with emergency departments, including the Veterans Affairs Medical Center and the world-renowned Cincinnati Children's Hospital Medical Center. Also located in Hamilton County are: Summit Behavioral Healthcare mental health facility; and the University of Cincinnati Hospital.

Recreational Facilities

Colerain Township abounds with recreational opportunities. The township maintains eleven parks, consisting of over 224 acres of parkland. Colerain Park, located on Springdale Road near Colerain Elementary and Poole Road, underwent a total renovation that was completed in the fall of 2002. The improvements gave the community an additional 8 acres to help accommodate a one-mile walking trail, a boardwalk, four picnic shelters, an amphitheater, renovated basketball courts, additional parking, playground areas and restrooms, new baseball fields with a concession stand, and much more.

The largest addition to the Township's park system was Heritage Park, 126 acres that was once the Wilhelm farm on East Miami River Road. The property, with one-mile of frontage on the Great Miami River, is believed to be the site of Fort Dunlap, the first settlement in Colerain Township. The flat topology of the property allowed for the development of the park for both active sport field and passive recreational usage coexisting with the greenspace environment and water recreational opportunities offered by the Great Miami River. Phase I construction, including walking trails, disk golf, a canoe ramp, rain garden, eco lab, and a playground was completed in 2006. Four NCAA regulation size baseball fields were added in the spring of 2007. Since its opening, it has been host to a variety of activities including the Fremont Cup, a canoe/kayak race on the Great Miami River, and the 2009 NCAA Division II Heartland Collegiate Athletic Conference Cross Country Championships.

In the fall of 2006, Dravo Park was renovated and renamed the Obergiesing Soccer Complex at Dravo Park after being turned into a soccer only complex. In years past, soccer teams played on top of the park's baseball fields. When Heritage Park opened four large baseball fields just a few miles down the road, the old baseball fields were removed, and the park was tuned into a complex dedicated to soccer. A shelter was added to the park in 2010.

In 2007, the Township received property behind St. Ann's Church from the Groesbeck Civic Association (GCA) and named it Groesbeck Park. The property had been used for many years as a sports complex, but was in need of a complete renovation that was going to cost more than the GCA could undertake alone. The Township was able to secure funding from the State to aid in renovating the property. Initial work on the site began in 2007 after additional land was acquired from St. Ann Church. Construction on new baseball fields and a playground began in the summer of 2010. The playground is open for use and the three new baseball fields will be open for rentals staring in the spring of 2011.

Skyline Park and Skyline Community Center were the site of the 2008 Crosstown Helpout, a joint effort between the fans, alumni, staff and students of the University of Cincinnati and Xavier University. In one day, the group of volunteers, aided by Colerain Township staff and members of the community, transformed the Park and the grounds of the Community Center and gave them much needed improvements.

In the summer of 2009, reconstruction began on Clippard Park. The park, originally developed in the 70's, was reopened in September 2010 with a skatepark, three picnic shelters, two baseball fields, a new access road from Bevis Drive, a walking trail and a new state-of-the-art universally accessible playground built by volunteers and funded through a $225,000 grant from the CVS Caremark Charitable Trust and the company's All Kids Can program.

Township Government

The Board of Township Trustees adopted a resolution on May 11, 2010, that established a limited home rule government pursuant to Ohio Revised Code Chapter 504. In accordance with that resolution and Ohio Revised Code Chapter 504, the Township may, with certain exceptions, exercise all powers of local self-government within the unincorporated area of the Township, other than powers that are in conflict with the general laws, and adopt and enforce within the unincorporated area of the Township local police, sanitary and other similar regulations that are not in conflict with the general laws.

A three-member Board of Township Trustees (the “Board”), elected at-large in odd- numbered years for four-year overlapping terms, is the legislative and executive body of the Township. The general responsibilities of the Board include financial management, managing Township facilities and property, personnel administration and providing for Township services, including road maintenance, recreation and public safety services, among others. The Board is responsible for providing and managing the moneys used to support most Township activities. In providing this financial management, the Board exercises its legislative powers in budgeting, appropriating moneys, levying taxes, issuing bonds and notes, and letting contracts for public works and services.

In addition to the Board, the Fiscal Officer is elected to a four-year term. The Fiscal Officer is the fiscal officer of the Township and maintains the record of the proceedings of the Board at all of its meetings as well as all of the Board’s accounts and transactions and other Township records. The Fiscal Officer is also responsible for the investment of Township funds.

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The Board members and the Fiscal Officer serve part-time. The current members of the Board and the Fiscal Officer are:

ELECTED

Members of the Board of Trustees	Years in Office	Term Expiration	Vocation in Private Life
Matt Wahlert, President	3	December 2023	Educator
Dan Unger, Vice-President	5	December 2025	Truck Driver
Cathy Ulrich	4	December 2025	Realtor
Fiscal Officer			
Jeff Baker	3	March 2024	Business and Finance Manager

APPOINTED

Office [a]	Name	Years in Position	Years of Service with the Township
Township Administrator	Jeff Weckbach	4 months	4 years 5 months

(a) Appointed by the Board.

Employees

The Township has 184 full-time employees, 96 part-time employees and 19 seasonal employees. A statewide public employee collective bargaining law applies generally to public employee relations and collective bargaining.

The following numbers of full-time employees are represented by collective bargaining units (typically excludes department heads/assistant department heads, chief officers, and support staff):

Bargaining Unit	Agreement Duration	Number of Employees in Unit
Police Officers and Sergeants	December 31, 2023	56
Firefighters	December 31, 2025	82
Road Maintenance	December 31, 2025	15

The remaining full-time Township employees have elected not to join or are not eligible to join a bargaining unit. Four employees serving as Police Clerks have elected to organize and the Township is in the process of negotiating a new Collective Bargaining Unit Contract. Forty part time firefighters have also elected to organize and the Township is in the process of negotiating a new Collective Bargaining Unit Contract with those employees.

The Board, by resolution, establishes salaries, wages and other economic benefits for Township employees, the terms of which generally are the products of negotiations with representatives of the

employees or representation of the bargaining unit. Increases in compensation have been provided on an annual basis. The Township pays for a portion of health care coverage, including dental, optical and a life policy for its employees.

In the Township's judgment, its employee relations have been and are excellent.

Township Facilities; Insurance

The Township maintains comprehensive insurance coverage with the Ohio Plan, a risk-sharing pool available to Ohio townships. The Ohio Plan provides property and casualty coverage for its members. Member governments pay annual contributions to fund the Ohio Plan. The Ohio Plan pays judgments, settlements and other expenses resulting from covered claims that exceed member's deductibles. The Township also insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

The Ohio Plan provides casualty coverage up to $350,000 per occurrence; claims in excess are reinsured with the American Public Entity Excess Pool (APEEP) to provide coverage for claims of up to $5,000,000 per year, subject to an annual aggregate limit of $10,000,000. The Ohio Plan provides property coverage up to $100,000 per occurrence; claims in excess are reinsured with APEEP up to $300,000 per occurrence, and specific losses exceeding $300,000 up to $600 million per occurrence are reinsured with Travelers Indemnity Coverage.

Township Departments

The Board of Township Trustees provides basic services through five departments: Fire and Emergency Medical Services Department, Police Department, Administration, Development Department, and Public Services Department.

The Township Fire Department operates from five (5) fire stations and provides firefighting and emergency medical services. The Fire Department employs 90 full-time personnel, including line firefighter-paramedics, a fire chief, an assistant chief, as well as battalion chiefs, captains, and lieutenants. The Department is a past recipient of the International Association of Fire Chiefs "Award of Excellence" and "Decade of Excellence" honors, has been selected as the Ohio Department of Public Safety as EMS Agency of the Year for 2018, and was recently graded as a Class 1 fire department by the Insurance Services Office (ISO).

The Township Police Department is an internationally accredited law enforcement agency that provides 24/7 patrol and investigative service to the second largest Township in the State of Ohio. The Department now has 73 full-time employees, 61 of whom are sworn police officers. The Department offers support services such as critical response team, domestic violence investigator, school resource officers, and traffic safety investigations. In addition to these important services, the Department also offers the Children and Residents Encounter (CARE) team to enhance services to the Township's special needs community, and an innovative teen driving class, the Driving Angels. The Department enhances its law enforcement services through partnerships with the DEA Task Force, Southern Ohio Joint Terrorism Task Force (SOJTTF), and United States Marshal Service Fugitive Apprehension Team (SOFAST).

The Public Services Department includes the Senior and Community Center, the Roads Division, and the Parks and Services Division. The Roads Division provides maintenance for over 506 roads totaling 114 miles, not counting alleys, ice and snow removal on all Township streets maintenance of Township owned storm sewers, maintenance of over 7,000 street signs, removal of trees in the right-of-way, maintenance of pavement marking program, and oversight of street paving and replacement projects.

The Parks Division provides maintenance of 10 parks with over 250 acres of parkland, maintenance of 11 historical cemeteries, coordination of the use of 10 shelter houses, 12 ball fields, and 8 soccer fields, maintenance of special use facilities including, amphitheater, spray ground, concrete skate

park, disc golf course, two boat access ramps to the Great Miami River, community gardens and seven accessible playground sites, maintenance of 3.5 miles of paved trails and 1.5 miles of nature trails, snow and ice removal on Township properties, and coordination of Township special events and programs including, the Sizzling Summer Entertainment Series at the amphitheater, the Legacy Tree and Park Bench memorial program and the annual 4th of July Spectacular and Pray Hope Believe 5K race.

Zoning within the Township is administered by the Zoning Commission and the Board of Zoning Appeals. The Zoning Commission consists of five members who reside in the Township and are appointed by the Board. The Zoning Commission submits to the Board a recommended plan of zoning for the Township. The Board of Zoning Appeals ("BZA") consists of five members who reside in the Township and are appointed by the Board. The BZA hears appeals based upon error, or requests for variances from the literal enforcement of the zoning resolution on grounds of unnecessary hardship, and may grant conditional zoning certificates. Expenditures of the BZA are paid from the General Fund.

Engineering is the general responsibility, under Ohio law, of the County Engineer for duties authorized or directed by law to be done by a registered professional engineer or registered surveyor within the County. Among those exceptions is the provision of engineering services for projects funded by the Ohio Public Works Commission. In that case, the Township is permitted to contract with a private engineering firm to develop plans and specifications which are then reviewed by the County engineer. As a limited home rule township, the Township is permitted to engage the services of a private engineer on all its road projects with review by the County Engineer. The Township also hires architects and engineers for new buildings and improvements, taking bids and awarding contracts for projects budgeted by the Board and recommended and approved by the Township Services Department and the County Engineer.

Economic and Demographic Information

Population

Recent Census populations have been:

Year	Township	County
1970	50,971	925,944
1980	56,583	873,136
1990	56,781	866,228
2000	60,144	845,303
2010	58,499	815,790
2020	59,147	802,374

Source: US Census Bureau

The population breakdown by age groups is as follows:

	Under 18	18 to 64	65 % Over	Median Age
National	22.4 %	61.6 %	16.0 %	38.2
State	22.2 %	60.8 %	17.0 %	39.5
County	23.0 %	61.6 %	15.4 %	36.8

Source: U.S. Census Bureau, American Community Survey 5-year estimate

Educational Attainment

Educational attainment for the County and State population (25 years and older) is as follows:

	County*	State
No High School Diploma	8.6%	9.6%
High School Graduate	26.3	33.0
Some college, no degree	18.8	20.4

Associate Degree	8.4	8.7
Bachelor's Degree	22.8	17.6
Master's Degree or Higher	15.1	10.7

*Does not total 100% due to rounding
Source: U.S. Census Bureau, 2015-2019 American Community Survey

Economic Development

The Township leads Hamilton County in economic development, and the County has consistently been one of the fastest growing counties in Ohio. Township staff actively work to forge and strengthen relationships with the Hamilton County. The Township established the Colerain Township, Hamilton County Community Improvement Corporation, Inc. (the "CIC"), a community improvement corporation established pursuant to Chapter 1724 and 1702 of the Ohio Revised Code, and a designated agency of the Township pursuant to Section 1724.10 of the Ohio Revised Code.

Residential Development.

From the Civil War to about 1960, Colerain Township remained a rural farming and agriculture community. There are currently an estimated 24,367 housing units. Half of all homes in the Township were built between 1947-1967. The majority of our housing exists as single-family structures (81%). Furthermore, the majority of units are owner-occupied (76%), which is about 1.3 times higher than Hamilton County overall. The Township currently has several residential projects in development, as detailed below:

- Hunter's Ridge: This project will result in the construction of 136 new single-family homes, with 68 already built, at a sale price in excess of $300,000 and $13.5M in added value to the Township. Construction on these homes has started in 2022.
- Copper Creek: This project will result in the construction of 7 new single-family homes. The projected sale price of these homes will vary from $500,000 to $1.5M each and $2.8M in added value to the Township.
- Crosley Meadows: This project will result in the construction of 56 new single-family homes with a starting sales price of $250,000 and $14M in added value to the Township. These homes are currently under construction.
- Northridge: This project will result in the construction of 68 new single-family homes at a sale price of $250,000 and $16.5M in added value to the Township. Construction on this development commenced in 2022.
- Dunlap Grove: This project will result in the construction of single family attached tri-plexes. 66 units are proposed to be constructed at a sale price of $200,000 to $300,000 and $12M in added value to the Township. Construction and sales are underway in 2022.
- Abbeytown: This project will result in the construction of 68 single family homes at an estimated sale price of $300,000 to $500,000 and $17M in added value to the Township. This project gained approval in 2021.
- Lake Gloria: This project will result in the construction of 139 new multi-family rental units and $23M in added value to the Township. This project was announced and gained zoning approval in 2020 and is currently under construction.
- Pottinger: This project was announced in 2022 and received zoning approval in 2022 for the development of single family attached housing at the former Bevis Elementary school site. This project will result in 92 units at an estimated sale price of $200,000 to $300,000 and $18.4M in added value to the Township.
- Magnolia Woods: This project will result in the construction of 133 single family homes at a

sale price beginning at $400,000. This project is mostly constructed with only 25 lots are left to complete.

Industrial/Commercial Development.

In recent years, development and its economic aspects – residential, commercial/retail, and industrial/office – have been enhanced by quality public services, shaped by comprehensive planning efforts, and guided by the Board, using its significant discretionary resources available primarily through the Tax Increment Financing program.

- Kroger: A new Kroger was developed and opened in 2017. This was one of the largest grocery stores in Southwest Ohio.
- Duke Energy Operations Center: Construction of the Duke Energy Operations center was completed in 2019. This new project brought over 100 new jobs and $4.65M in new value added to the Township.
- Struble Road Industrial Park: Anchored by the Rumpke international headquarters, this 30-acre industrial park opened in 2018 and has a total market value of $11.1M. Site work is currently underway for the next phase of development.
- Groesbeck Industrial District: There are a number of manufacturers in the Groesbeck neighborhood that are currently working to expand in the next couple of years, remaining within Colerain Township.

Employment and Income

The following table shows comparative average monthly employment and unemployment statistics for Hamilton County and Cincinnati MSA for the indicated periods.

	Employed In		**Unemployment Rate**			
Year[(a)]	**County**	**MSA**	**County**	**MSA**	**State**	**U.S.**
2010	94,000	987,500	10.4%	9.9%	10.3%	9.6%
2011	94,100	989,900	9.1	8.9	8.8	8.9
2012	94,500	996,600	7.4	7.4	7.4	8.1
2013	95,000	1,000,800	7.4	7.3	7.5	7.4
2014	96,900	1,015,500	5.5	5.5	5.8	6.2
2015	97,900	1,028,000	4.5	4.5	4.9	5.3
2016	99,200	1,043,200	4.5	4.4	5.0	4.9
2017	100,500	1,060,900	4.4	4.3	5.0	4.4
2018	101,700	1,073,000	4.1	4.0	4.5	3.9
2019	102,800	1,085,200	3.7	3.7	4.1	3.7
2020	99,000	1,039,900	6.9	7.0	8.1	8.1
2021	102,300	1,075,000	4.3	4.4	5.1	5.3
2022[(b)]	103,500	1,090,500	4.0	3.9	4.5	3.8

(a) Not seasonally adjusted.
(b) As of June, 2022.
Source: Ohio Department of Job and Family Services; Bureau of Labor Market Information.

The majority of Township residents work outside of the Township. The following are the largest private sector employers in the County. The County government is a large public employer, but it is not located in the Township.

Top Private Sector Employers - Hamilton County, Ohio

Company	Employees	Community	Product/Service
Kroger Company	20,000	Cincinnati	Supermarket Retailer
Cincinnati Children's Hospital	16,742	Cincinnati	Health Care System
Tri-Health, Inc.	12,000	Cincinnati	Health Care System
University of Cincinnati	10,530	Cincinnati	Public University
UC Health	10,255	Cincinnati	Academic Health Care System
Procter and Gamble Company	9,700	Cincinnati	Consumer Goods
GE Aviation	9,000	Evendale	Jet Engine Manufacturer
Fifth Third Bancorp	7,500	Cincinnati	Bank Holding Company
Mercy Health- Cincinnati	7,500	Blue Ash	Health Care System
RDI Corp.	3,500	Blue Ash	IT Services

Source: Cincinnati Business Courier *Book of Lists, 7/8/2022*

Median Household Income

County	$59,190
State	$58,116
National	$64,994

Source: U.S. Census Bureau; 2020 ACS 5-Year Estimate

Housing and Building Permits

The number of building permits (including commercial, industrial, residential and public, and both remodeling and new construction, but with the large majority of value coming from new residential construction) issued by the Township in recent years are set forth below, together with the number of building permits issued by the County (including those issued for Brown County properties) during the same period:

	Colerain Township		Hamilton County	
Year	Permits	Value	Permits	Value
2010	604	$ 18,743,289.00	4235	$ 172,831,644.00
2011	536	$ 14,284,803.00	3911	$ 343,761,201.00
2012	539	$ 21,259,863.00	3782	$ 330,981,568.00
2013	617	$ 25,200,244.86	4341	$ 234,250,130.69
2014	775	$ 70,066,423.67	4443	$ 298,928,452.33
2015	739	$ 33,705,489.03	4736	$ 418,765,376.22
2016	758	$ 29,996,106.19	4958	$ 356,665,501.44
2017	708	$ 145,920,828.52	4810	$ 484,391,033.01
2018	725	$ 46,916,919.51	5195	$ 401,945,433.00
2019	821	$ 61,166,548.89	5512	$ 402,886,912.81
2020	654	$ 23,933,618.07	4996	$ 359,665,697.70
2021	789	$ 24,700,017.00	5457	$ 408,843,837.87
2022*	680	$ 32,596,362.00	4498	$ 650,912,074.00

**As of June 30, 2022*
Source: Hamilton County Building Inspection Department.

	Median Value of Owner Occupied Homes	Homeownership Rate	Number of Housing Units
County	$163,000	58.5%	380,100
State	151,400	66.3	5,217,090

Source: U.S. Census Bureau, 2016-2020 American Community Survey

Utilities; Public Safety and Services

The Township is supplied with electrical power by Duke Energy. Water is furnished by Hamilton County. Sewage collection and treatment are provided by Hamilton County. Natural gas is supplied by Duke Energy. Local telephone service is supplied primarily by altafiber (formerly known as Cincinnati Bell).

FINANCIAL MATTERS

Introduction

The Township's Fiscal Year corresponds with the calendar year.

The main sources of Township revenue have been and are property taxes and State distributions, as described below. In addition, the Township entered into an agreement with the City of Cheviot, Ohio, creating the Colerain Township Joint Economic Development District (Liberty Nursing Health Care) ("Liberty Nursing Health Care JEDD"). The Township receives a portion of the earnings tax collected from the Liberty Nursing Health Care JEDD. See **Joint Economic Development District**.

The responsibilities for the major financial functions of the Township are divided between the Board and the Fiscal Officer. The Fiscal Officer keeps the books and accurate statements of all moneys received and expended, and receives, invests, maintains custody of and disburses all Township money.

Other important financial functions include general financial recommendations and planning, budget preparation and approval of all budgeting and appropriations by the Board.

Investments and deposits of Township funds are governed by the Uniform Depository Act (Chapter 135 of the Revised Code) applicable to all subdivisions. The Fiscal Officer is responsible for those investments and deposits. Under recent and current practices, in addition to deposits evidenced by interest bearing certificates of deposit, investments may be made in the State Treasurer's subdivision investment pool (STAR Ohio), federal or agency securities and repurchase agreements (with the underlying federal or agency securities held on the Township's behalf by the Township's agent).

The Township does not invest in any securities that would be characterized as derivatives or in reverse repurchase agreements and purchases all investments with the intent to hold to maturity. The carrying amount of deposits and investments at December 31, 2020 was as follows:

	Investments	% of Portfolio
Demand Deposits	$5,991,855	24%
Other time deposits (savings and ICS accounts)	$18,844,355	76%
Total	$24,836,210	100%

For property taxation purposes, assessment of real property is by the County Auditor subject to supervision by the State Tax Commissioner, and assessment of public utility and tangible personal property is by the State Tax Commissioner. Property taxes and assessments are billed and collected by County officials.

Budgeting, Property Tax Levy and Appropriations Procedures

Detailed provisions for Township budgeting, property tax levies and appropriations are made in the Revised Code. The procedures involve review by County officials at several steps.

Township budgeting for a Fiscal Year formally begins with the preparation, and then the adoption after a public hearing approximately six months before the start of the next fiscal year, of a tax budget for that year. For debt charges, the tax budget must show the amounts required, the estimated receipts from sources other than ad valorem property taxes, and the net amount for which a property tax levy must be made and the portions of that levy to be inside and outside the ten-mill limitation. The tax budget then is presented for review by the County Budget Commission comprised of the County Auditor, Treasurer and Prosecuting Attorney.

As part of that review, the County Budget Commission determines and approves levies for debt charges inside and outside the ten-mill limitation. The Revised Code provides that "if any debt charge is omitted from the budget, the commission shall include it therein."

After its approval of the tax budget, the County Budget Commission certifies its action to the Township together with the estimate by the County Auditor of the tax rates inside and outside the ten-mill limitation. Thereafter, and before the end of the then calendar year, the Board approves the tax levies and certifies them to the proper County officials. The approved and certified tax rates are then reflected in the tax bills sent to property owners. Real property taxes are payable in two installments, the first usually in January and the second in June.

The Board adopts a temporary appropriation measure by January 1 and then, typically by April 1, a permanent appropriation measure for that Fiscal Year. Although called "permanent," the annual appropriation measure may be, and often is, amended during the Fiscal Year. Annual appropriations may not exceed the County Budget Commission's official estimates of resources, and the County Auditor must certify that the Township's appropriation measures do not appropriate moneys in excess of the amounts set forth in those estimates.

Financial Reports and Audits

The Township maintains its accounts, appropriations and other fiscal records in accordance with the procedures established and prescribed by the State Auditor. The State Auditor is charged by law with the responsibility of inspecting and supervising the accounts and records of each taxing subdivision and most public agencies and institutions.

Township receipts and expenditures are compiled on a cash basis, pursuant to accounting procedures prescribed by the State Auditor. Those accounting procedures are generally applicable to all Ohio townships and differ from generally accepted accounting principles as recommended by GASB. Those recommendations, among other things, provide for a modified accrual basis of accounting for the general fund, all special revenue funds and the debt charges (bond retirement) fund and for a full accrual basis of accounting for all other funds, and for the preparation for each fund of balance sheets, statements of revenues and expenditures, and statements showing changes in fund balances.

The State Auditor is charged by law with the responsibility for auditing the financial statements of each taxing subdivision and most public agencies and institutions. This may be done on an agreed-upon procedures basis or a full audit basis pursuant to Revised Code Section 117.11, which limits agreed-upon procedures audits to three consecutive audit periods. A financial report for each fiscal year is required to be

filed with the State Auditor pursuant to Revised Code Section 117.38. Such reports are required to be submitted to the State Auditor at the close of each fiscal year. The Township submits its unaudited reports on a biennial basis.

The most recent examination of the Township's accounts was completed for Fiscal Year ending December 31, 2020. A complete copy of the audit as accepted by the State Auditor is included herein as **Appendix B** (the "Audit"). The Audit revealed two findings related to the account code that items were posted to and related to the timeliness of filing updated certificates of resources with the County Budget Commission. Both of these items have been addressed and fixed for future fiscal years. No other findings for recovery, citations, or items for adjustment, or material weaknesses in internal controls were noted in the audit.

Financial Outlook

The Township had General Fund balances of $7,906,695 at December 31, 2013; $5,171,618.21 at December 31, 2014; $4,824,609.71 at December 31, 2015; $5,627,127.23 at December 31, 2016; $6,430,199.67 at December 31, 2017; $7,497,300.80 at December 31, 2018; $7,127,347.27 at December 31, 2019; and $6,211,256.86 at December 31, 2020.

GENERAL FUND

The General Fund is the Township's main operating fund, from which most expenditures are paid and into which most revenues are deposited. The General Fund receives money from many sources, but primarily from ad valorem property taxes and income taxes levied by the JEDD and State local government assistance distributions. The table on the following pages provides further information regarding other revenue sources for the General Fund and other Township funds.

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AD VALOREM PROPERTY TAXES

Assessed Valuation

The following table shows the recent assessed valuations of property subject to ad valorem taxes levied by the Township.

Collection Year	Real[a]	Tangible Personal[b][c]	Public Utility[c][d]	Total Assessed Valuation
2013[e]	1,100,822,780	0.00	30,209,670	1,131,032,450
2014	1,102,547,100	0.00	32,850,510	1,135,397,610
2015[f]	1,052,529,030	0.00	35,170,510	1,087,699,540
2016	1,057,258,040	0.00	36,384,640	1,093,642,680
2017	1,076,563,350	0.00	37,453,750	1,114,017,100
2018[e]	1,106,139,770	0.00	39,746,670	1,145,886,440
2019	1,114,809,930	0.00	43,285,030	1,158,094,960
2020	1,116,634,340	0.00	45,338,900	1,161,973,240
2021[f]	1,295,164,060	0.00	48,770,820	1,343,934,880
2022	1,295,250,850	0.00	51,687,500	1,346,938,350

(a) Other than real property of railroads. The real property of public utilities, other than railroads, is assessed by the County Auditor. Real property of railroads is assessed, together with tangible personal property of all public utilities, by the State Tax Commissioner.
(b) Other than public utility.
(c) The State (i) has reduced the valuation of tangible personal property of general businesses and railroads in increments beginning in 2006 to zero in 2009, and (ii) has reduced the valuation of tangible personal property of telephone and telecommunications companies in increments beginning in 2007 to zero in 2011. See discussion of those reductions and related State makeup payments below.
(d) Tangible personal property of all public utilities and real property of railroads. See footbonds (a) and (c).
(e) Reflects triennial adjustment.
(f) Reflects sexennial reappraisal.
(g) 2021 Public Utility values were reported by County Auditor.
(h) Includes preliminary extract of public utility values from the Abstract of the Tax Duplicate of the Real and Public Utility for 2021
Source: Ohio Municipal Advisory Council

Taxes collected on "Real" in one calendar year are levied in the preceding calendar year on assessed values as of January 1 of that preceding year. Taxes collected on "Tangible Personal" in one calendar year are levied in the same calendar year on assessed values during and at the close of the most recent fiscal year of the taxpayer that ended on or before December 31 of the preceding calendar year, and at the tax rates determined in the preceding year. "Public Utility" (real and tangible personal) taxes collected in one calendar year are levied in the preceding calendar year on assessed values determined as of December 31 of the second year preceding the tax collection year.

Based on County Auditor records of true valuations for the 2021 tax year (2022 tax collection year), the largest Township taxpayers are:

Name of Taxpayer	Number of Parcels	Assessed Valuations
1. Duke Energy Ohio, Inc.	7	$51,279,580
2. TKG Colerain Towne Center LLC	5	10,391,530
3. Inland Stone Creek LLC	5	10,095,810
4. Rumpke Sanitary Landfill Inc.	142	8,985,220
5. T. Northgate Mall LLC	3	7,290,270
6. 8403 Colerain Ave LLC	2	5,508,250
7. Meijer Stores Limited Partnership	1	4,650,450
8. USREC Real Estate Holdings LLC	2	3,675,010
9. Parkton Apartments of Cincinnati	3	3,618,080
10. Stone Creek Retail LLC	8	3,000,090
11. Next Up Investments 2 LLC	2	2,945,810
12. Target Corporation	4	2,738,000
13. Liberty Nursing Properties of Colerain Ltd.	3	2,651,330
14. Gold Circle Mall - Colerain	2	2,623,280
15. CTL Propco 1 LLC	1	2,541,520
16. Kenwood Lincoln-Mercury Inc.	2	2,534,230
17. COMM 2015-LC23 Colerain Avenue LLC	2	2,530,400
18. Burgundy Court II LLC	1	2,294,600
19. Cole LO Cincinnati OH LLC	1	2,280,160
20. Rumpke Sanitary Landfill Inc.*	32	2,239,910
21. CPF Senior Living – Northgate Park LLC	3	2,190,810
22. Brixworth Apartments LLC	5	2,151,350
23. VB One LLC	91	2,104,970
24. NREA VB IV LLC	91	2,075,310
25. Northgate X LLC	1	2,046,450

**Included twice on the County Auditor Records.*

Pursuant to statutory requirements for sexennial reappraisals, in 2020 the County Auditor adjusted the true value of taxable real property to reflect the then current fair market values. These adjustments were first reflected in the 2020 duplicate (collection year 2021) and in the ad valorem taxes distributed to the Township in 2021 and thereafter. The County Auditor is required to adjust (but without individual appraisal of properties except in the sexennial reappraisal), and has adjusted, taxable real property value triennially to reflect true values.

The "assessed valuation" of real property is fixed at 35% of true value and is determined pursuant to rules of the State Tax Commissioner. An exception is that real property devoted exclusively to agricultural use is to be assessed at not more than 35% of its current agricultural use value. Real property devoted exclusively to forestry or timber growing is taxed at 50% of the local tax rate upon its assessed value.

The taxation of all tangible personal property used in general businesses (excluding certain public utility tangible personal property) was phased out over four years, from tax year 2006 to tax year 2009. The taxation of all tangible personal property used by telephone, telegraph or interexchange telecommunications companies was phased out over tax years 2007 to 2011. To compensate for decreased revenue as the tangible personal property taxes have been phased out, the State has provided eligible local governments with reimbursement payments. Such reimbursement payments have generally been phased out. Accordingly, the Township no longer receives reimbursement payments from the State.

For additional information, please reference the Ohio Department of Taxation website at http://www.tax.ohio.gov/personal_property/phaseout.aspx.

As indicated herein, the General Assembly has from time to time exercised its power to revise the laws applicable to the determination of assessed valuation of taxable property and the amount of receipts to be produced by ad valorem taxes levied on that property, and may continue to make similar revisions.

Ohio law grants tax credits to offset increases in taxes resulting from increases in the true value of real property. Legislation classifies real property as between residential and agricultural property and all other real property, and provides for tax reduction factors to be separately computed for and applied to each class.

These tax credits apply only to certain voted levies on real property, and do not apply to unvoted levies, or to voted levies to provide a specified dollar amount or to pay debt charges on general obligation debt such as the Bonds. (See **AD VALOREM PROPERTY TAXES – Overlapping Tax Rates** below.)

Overlapping Subdivision Indebtedness

In addition to the Township, other political subdivisions have the power to issue bonds and to levy taxes or cause taxes to be levied on taxable real property in the Township. The estimated outstanding bonded indebtedness of such political subdivisions (excluding self-supporting debt and debt payable primarily from enterprise revenues or special assessments) is as follows:

Overlapping Debt
Colerain Township

Overlapping Units	Estimated Outstanding Debt ($)	Percent Applicable to Township (%)	Estimated Amount of Overlapping Debt ($)
Colerain Township	0.00	100.00	0.00
Hamilton County	141,120,000	5.99	8,453,088
Northwest Local School District	71,141,000	72.25	51,399,373
Mt. Healthy Local School District.	21,270,000	24.27	5,162,229
Butler Technology & Career Center Joint Vocational School District	0.00	10.93	0.00
Great Oaks Career Center Joint Vocational School District	0.00	0.36	0.00
Cincinnati & Hamilton County Port Authority Miscellaneous	0.00	5.99	0.00
Cincinnati-Hamilton County Public Library Miscellaneous	0.00	5.99	0.00
Hamilton County Park District Miscellaneous	0.00	5.99	0.00
Total	**233,531,000**	**4.83**	**65,014,690**

Source: Ohio Municipal Advisory Council, data as of October 10, 2022.

The following table shows the per capita debt of the residents in the Township based upon the 2020 U.S. Bureau of the Census estimate of 59,239 people residing in the Township, the above overlapping indebtedness figures, and the Township debt shown herein, including the Bonds:

Debt Per Capita
Colerain Township

Township Debt per capita	0.00
Overlapping Debt per capita	4.83
Total Debt, per capita	**1,099**

Source: Ohio Municipal Advisory Council

Each of these entities operates independently, with its own separate budget, taxing power and sources of revenue. The County and school districts may, as may the Township, levy ad valorem property taxes within the ten-mill limitation (subject to available statutory allocation of the 10 mills) described under **TOWNSHIP DEBT AND OTHER LONG-TERM OBLIGATIONS – Indirect Debt and Unvoted Property Tax Limitations**.

Tax Rates

All references to tax rates under this caption are in terms of stated rates in mills per $1.00 of assessed valuation.

The following are the rates at which the Township and overlapping taxing subdivisions have in recent years levied ad valorem property taxes.

Overlapping Tax Rates

Collection Year	Township	County	School District	VOC School/ Library	Gross Tax Rate	Res/Agr Effective/Rate	Comm/Ind Effective/Rate
Northwest LSD							
2017	20.210	18.850	58.870	3.960	101.890	70.709105	79.111670
2018	20.210	19.160	58.480	3.960	101.810	69.000602	78.348525
2019	20.210	21.140	58.000	4.960	104.310	71.562544	81.048808
2020	20.210	21.140	65.350	4.960	111.660	78.879778	88.975454
2021	23.210	21.140	63.960	4.960	113.270	73.018266	86.850138
2022	23.210	20.900	63.790	5.910	113.810	73.834451	88.275547
Mt. Healthy LSD							
2017	20.210	18.850	75.470	4.730	119.260	84.679179	90.001068
2018	20.210	19.160	75.470	4.730	119.570	82.799960	90.408107
2019	20.210	21.140	75.410	5.730	122.490	85.828820	93.223913
2020	20.210	21.140	74.910	5.730	121.990	85.343800	93.216455
2021	23.210	21.140	74.910	5.730	124.990	77.904026	91.607580
2022	23.210	20.900	74.910	6.680	125.700	78.901873	92.889146

Statutory procedures limit, by the application of tax credits, the amount realized by each taxing subdivision from real property taxation to the amount realized from those taxes in the preceding year plus both:

- the proceeds of any new taxes (other than renewals) approved by the electors, calculated to produce an amount equal to the amount that would have been realized if those taxes had been levied in the preceding year.
- amounts realized from new and existing taxes on the assessed valuation of real property added to the tax duplicate since the preceding year.

These procedures were instituted initially in 1976 [*Section 319.301 of the Revised Code (HB*

920) and later acts: Ohio Const. Art. XII, Sec. 2a] to limit in part the effect of increasing property values on the growth of those property taxes.

The tax credit provisions do not apply to amounts realized from taxes levied at whatever rate required to produce a specified amount or an amount to pay debt charges, or from taxes levied inside the ten-mill limitation. To calculate the limited amount to be realized, a reduction factor is applied to the stated rates of the levies subject to these tax credits. A resulting "effective tax rate" reflects the aggregate of those reductions, and is the rate based on which real property taxes are in fact collected. The "Total" effective overlapping tax rates for the current tax collection year are shown in the above table.

Residential and agricultural real property tax amounts are further reduced by an additional 10% (12.5% in the case of owner-occupied residential property). See **AD VALOREM PROPERTY TAXES - Collections** for a discussion of reimbursement by the State for this reduction.

The following are the rates at which the Township levied property taxes for the general categories of purposes for recent years both outside and inside the ten-mill limitation:

Township Tax Rates

Unvoted (inside the 10-mill limitation)

Collection Year	Operating	Road and Bridge	Total
2017	0.490	0.890	1.380
2018	0.490	0.890	1.380
2019	0.490	0.890	1.380
2020	0.490	0.890	1.380
2021	0.490	0.890	1.380
2022	0.490	0.890	1.380

Voted (outside the 10-mill limitation)

Collection Year	Police	Fire and EMS	Total
2017	6.600	12.230	18.830
2018	6.600	12.230	18.830
2019	6.600	12.230	18.830
2020	6.600	12.230	18.830
2021	6.600	15.230	21.830
2022	6.600	15.230	21.830

See the discussion of the ten-mill limitation, and the priority of claim on that millage for debt charges on unvoted general obligation debt, under **TOWNSHIP DEBT AND OTHER LONG-TERM OBLIGATIONS – Indirect Debt and Unvoted Property Tax Limitations**.

The following table presents certain information concerning the Township's voted property tax levies for operating purposes each of which, unless otherwise noted, are levied for a continuing period of time:

Voted Millage Rate

Authorized	Rate	Election	First Collection Year	Last Collection Year
Fire and EMS	6.960	1988	1989	Continuing
Police	2.500	1991	1992	Continuing
Police	1.000	2002	2003	Continuing
Police	1.150	2007	2008	Continuing
Fire and EMS	5.270	2010	2011	Continuing
Police	1.950	2014	2015	Continuing
Fire and EMS	3.000	2020	2021	Continuing

Each levy approved for a continuing period is subject to reduction through a statutory procedure requiring (i) a petition signed by 10% of the electors of the Township voting in the last general election (to be filed at least 60 days before the general election in any year) stating the amount of the proposed reduction, and (ii) the approval of the reduction by a majority vote at the general election, with the reduction to commence at the expiration of the then current year. No such petition has been filed with respect to a Township levy.

Collections

The following are the amounts billed and collected for Township ad valorem property taxes for recent tax collection years.

Real and Public Utility Property						
Collection Year	Current Levied	Current Collected	% Current Collected	Delinquent Levied	Delinquent Collected	% Delinquent Collected
2017	$18,746,709	$18,386,843	98.08%	$692,321	$410,024	59.22%
2018	18,967,778	18,624,963	98.19	877,218	465,647	53.08
2019	19,138,825	18,765,947	98.05	848,961	401,804	47.33
2020						
2021						

Source: County Auditor.
**Includes TIF Collection.*

Included in the "Billed" and "Collected" figures above are payments made from State revenue sources under two statewide real property tax relief programs (which do not apply to special assessments). Real property tax amounts from property devoted to residential and agricultural purposes are, in certain cases, further reduced by an additional 10% (12-1/2% in the case of certain owner-occupied residential property) or a flat $25,000 reduction in taxable value applicable to certain elderly or disabled resident homeowners, when billed to the taxpayer. These reductions are reimbursed to the taxing subdivisions by the State. A phase out of these reductions began in 2013. The 10% reduction for residential and agricultural properties and 2-1/2% additional reduction for owner-occupied residential property do not apply to new levies and replacement levies approved by voters after the August 6, 2013 election. Additionally, starting in the 2014 tax year, the $25,000 reduction in taxable value for certain elderly homeowners and homeowners with disabilities was further phased out, with new reductions limited to properties with total income less than or equal to $30,000. This figure is adjusted for inflation annually by the tax commissioner. This future is adjusted for inflation annually by the tax commissioner.

[The State's reimbursement payment to the Township for Fiscal Year 2021 was $2,081,011.95 and for Fiscal Year 2022 was $2,063,967.21.]

[This State assistance reflected in the Township's tax collections for 2022 for the elderly/disabled homestead payment was $[___,___.__] and for the rollback payment was $[_,___,___.__]].

[This State assistance reflected in the Township's tax collections for 2021 for the elderly/disabled homestead payment was $[___,___.__] and for the rollback payment was $[_,___,___.__]].

Delinquencies

The following is a general description of delinquency procedures under Ohio law, the implementation of which may vary in practice among the counties. Under the Revised Code, taxes become a lien of the State on the first day of January, annually, and continue until the taxes, including any penalties, interest or other charges, are paid. Real estate taxes and special assessments that are not paid in the year they are due are to be certified by the county auditor's office as delinquent. Any amount of a previous tax bill not paid before new tax bills are mailed for the next half of the year is considered delinquent and becomes subject to a 10% penalty. A list of delinquent properties is compiled by the county auditor (the "delinquent land duplicate"). If delinquent taxes (and special assessments) are not paid within 60 days after a copy of the county auditor's delinquent land duplicate is delivered to the county treasurer, then the county treasurer is to enforce the lien of the State that attached on January 1 of the year the taxes first became payable. Under State law (Section 323.25 of the Revised Code), the county treasurer is to enforce the lien "in the same way mortgage liens are enforced," that is, by an action in the court of common pleas for foreclosure and sale of the property in satisfaction of the delinquency. If the county treasurer fails to bring an action to enforce the lien, then the State Tax Commissioner is to do so. In addition, one year after certification of a delinquent land list, the county prosecuting attorney is authorized to institute foreclosure proceedings in the name of the county treasurer to foreclose the lien.

The property owner may arrange a payment plan with the county treasurer providing for payments over a period not to exceed five years. If payments are made when due under the plan, no further interest will be assessed against delinquent balances covered by the plan; a default in any payment under the plan or in the payment of current taxes will invalidate the taxpayer's participation in the plan. If a payment plan is not adhered to or if none is arranged, foreclosure proceedings may be initiated by the county. Mass foreclosure proceedings and sales are permitted after three years' delinquency. Proceeds from delinquent property foreclosure sales become part of and are distributed as current collections to the taxing subdivisions.

In recent years, the State legislature has enacted several programs with respect to forestalling the foreclosure process or the forfeiture of property due to tax delinquency that may have the effect of delaying or eliminating the collection of certain property taxes. Notwithstanding the delay or loss of the tax revenues from those properties, an issuer of general obligation bonds or bonds, such as the Township, remains obligated to pay the debt charges on those bonds or bonds from the available revenues. See **SECURITY AND SOURCE OF PAYMENT FOR THE TOWNSHIP GENERAL OBLIGATION DEBT**.

The following table sets forth the number of delinquent parcels in the Township.

Collection Year	Total Nonexempt Parcels	Total Delinquent
2012	24,928	923
2013	24,495	894
2014	25,063	900
2015	25,197	798
2016	25,322	733
2017	25,304	736

2018	25,415	288
2019	25,399	292
2020	25,402	362
2021	25,514	331

Source: County Auditor.

OTHER MAJOR GENERAL FUND REVENUE SOURCES

A major source of revenue to the General Fund, in addition to ad valorem property taxes, is State local government assistance distributions. The Appendices provide further information regarding other revenue sources for the General Fund and other funds.

Local Government Assistance Funds

Statutory state-level local government assistance funds, comprised of designated State revenues, are another source of revenue to the General Fund. Most are distributed to each county and then allocated on a formula basis, or in some cases on an agreement basis, among the county and cities, villages and townships, and in some cases park districts, in the county. The amounts of and formula for distribution of these funds may be revised. Township receipts from those funds are shown on the following table.

Year	Receipts
2013	424,448
2014	418,621
2015	491,117
2016	470,378
2017	475,533
2018	489,827
2019	519,324
2020	518,192
2021	537,760
2022*	536,372

* Estimated Based on receipts through 6/30/2022

The amounts of and formula for distribution of these funds have been and may be revised from time to time.

In the past, the State had distributed significant portions of the State estate tax to decedents' communities of residence, including the Township. As of January 1, 2013, the Ohio estate tax has been effectively repealed with a rate of 0%.

Tax Increment Financing

Pursuant to Ohio Revised Code Section 5709.73 et seq. (the "TIF Statute") and resolutions adopted by the Board of Township Trustees in 2015, 2019, 2020, 2021 as and if thereafter amended (the "TIF Resolutions"), the Township created eleven (11) Tax Incentive Districts (collectively identified as the "TIF Districts"). The Board (i) declared the improvement to parcels of real property located within the Districts to be a public purpose subsequent to the effective date of the TIF Resolutions, (ii) exempted 100% of the improvement to those identified parcels from taxation for a 30-year period from the enactment of the respective TIF Resolution, and (iii) required the owners of those parcels to make annual service payments in lieu of taxes ("service payments" or "PILOTS") to the County Treasurer of Hamilton County, Ohio, on or before the final dates for payment of real property taxes. In addition, pursuant to the TIF Resolutions, the Township has established a tax increment equivalent fund (the "TIF Fund") into which the service payments are to be

Commented [A1]: Wouldn't this be 10/75% if the Township is not paying anything to the School District?

deposited.

The TIF Districts are in various stages of development, with some being relatively undeveloped and others with significant levels of completed residential construction. The amount of PILOTS available from the TIF Districts is in direct proportion to the amount of development and the resulting increase in assessed tax valuation.

The following table represents the historical collections of PILOTS by calendar year:

Year	TIF Revenues Collected by the Township
2012	1,344,680.53
2013	1,442,267.23
2014	628,246.25
2015	2,132,636.67
2016	1,339,956.52
2017	112,164.52
2018	311,117.58
2019	192,848.33
2020	790,954.04
2021	868,301.55

Source: Township.

Factors such as the timing and amount of increases in tax valuation of the parcels subject to the TIF Resolutions, the timing of receipt of service payments, and changes in property tax rates applicable to the parcels subject to the TIF Resolutions could materially affect future results. Accordingly, no assurance is given that the foregoing collections will be achieved in the future.

As of December 31, 2021, the TIF Funds had a balance of $1,161,351.84 with encumbrances of $0 in connection with various TIF Project obligations already undertaken by the Township during calendar year 2022. In accordance with the Ohio Revised Code and the TIF Resolutions, the Township anticipates collecting service payments pursuant to the TIF Resolutions through calendar years 2021 - 2051, respectively.

TIF revenues are held by the Township in a TIF Fund, with subaccounts for each TIF area or TIF District.

In accordance with the TIF Resolutions, the service payments on deposit in the TIF Fund may be used to pay for or finance a variety of public improvements, including but not limited to, various streetscape and transportation infrastructure projects, acquisition of land and development thereof for parks and uses, construction and acquisition of public safety equipment and facilities, water and sewer lines, and other public improvements authorized pursuant to the TIF Statute.

Joint Economic Development Districts

In 1991, the State General Assembly enacted legislation that authorizes municipal corporations and townships to create Joint Economic Development Districts. The legislation was amended in 1994. This authority was initially limited to those subdivisions within a county that had adopted a charter, but legislation was enacted in 1995 extending similar authority Statewide. A Joint Economic Development District (JEDD or District) is created pursuant to a contract entered into by a city and a township in order to facilitate economic development in the region.

A Joint Economic Development District is a distinct, separate political subdivision. It is created pursuant to a contract between one or more cities and one or more townships. It has powers granted to it by State law and the JEDD Contract. The purpose of the JEDD is to facilitate economic development to create or

preserve jobs and employment opportunities and to improve the economic welfare of the people of the State, the county, the city, the township and the District.

Pursuant to Resolution No. 13-72 passed by the Board of Township Trustees, the Township joined with the City of Cheviot, Ohio, to create the Liberty Nursing Health Care JEDD. The Liberty Nursing Health Care JEDD Contract between the Board of Township Trustees of the Township and the City of Cheviot, became effective on August 21, 2013, has a term that extends to December 31, 2043 and may be extended for two successive terms of 10 years each. The Liberty Nursing Health Care JEDD Contract may be terminated by mutual consent of the parties thereto.

The District is governed by a Board of Directors in accordance with the JEDD Contract. The Liberty Nursing Health Care JEDD Board is made up of the one member representing the City of Cheviot, one member representing the Township, one member representing owners of businesses located within the Liberty Nursing Health Care JEDD, one member representing persons working within the Liberty Nursing Health Care JEDD, and one member selected by the Directors, who serves as Chairperson.

The constitutionality of the JEDD statute has been upheld by the Ohio Supreme Court in a decision rendered in March 1999.

The JEDD Contract generally provides income tax collection and distribution pursuant to the agreement and economic development. The statutes authorizing the creation of joint economic development districts provide that such districts may levy an income tax at a rate up to but not exceeding the rate levied by the city participating in the creation of the JEDD. The Liberty Nursing Health Care JEDD Contract provides for, and the District has levied, a maximum income tax at the rate of 2% on all earned income (wages and salaries of workers and net profit on businesses or professions) in the District.

In accordance with the Liberty Nursing Health Care JEDD Contract, the Township and the City of Cheviot agreed that the City of Cheviot would administer, collect and enforce the income tax on behalf of the Liberty Nursing Health Care JEDD. The income tax receipts for the District are collected, and are accounted for separately from any other District and the City, by the City's Tax Administrator pursuant to those agreements.

All taxes on property within the District continue to be levied and collected by the overlapping subdivisions: the County, school districts and the Township.

Overall JEDD income tax receipts have grown approximately 52% from 2017 to 2021, inclusive (see **Historical JEDD Revenues**). JEDD receipts for calendar year 2021 totaled $54,435.52, and receipts for calendar year 2022, which through June 30, 2022, total $29,332.78, are tracking above previous year totals.

The following table sets forth the receipts and expenditures of the income tax collections in the JEDD and the resulting JEDD revenues of the Township for the past five years.

Historical JEDD Revenues

	2017	**2018**	**2019**	**2020**	**2021**
Distribution to Township	21,614.49	40,185.62	43,742.50	42,221.24	54,435.52
Total Expenditures	1,082	1,937.94	1,523.33	1,618.73	588.68
Balance of JEDD Revenues	20,532.49	38,247.68	42,219.17	40,602.51	53,846.84

TOWNSHIP DEBT AND OTHER LONG-TERM OBLIGATIONS

The following describes the security for general obligation debt such as the Bonds, applicable debt and ad valorem property tax limitations, and outstanding and projected bond and note indebtedness and certain other long-term financial obligations of the Township.

The Bonds are:

- Unvoted general obligations of the Township, subject to the indirect debt limitation and related property tax limitation. Certain overlapping subdivisions also may issue general obligation debt.

- Subject to the 10 1/2% direct limitation and subject to the 5 1/2% direct debt limitation.

The Township is not, and to the knowledge of current Township officials has not ever been, in default in the payment of debt charges on any of the bonds or bonds on which the Township is or was obligor.

Security for General Obligation Debt

The following describes the security for the Township's general obligation debt, such as the unvoted Bonds.

Bonds and Bond Anticipation Notes

Unvoted Bonds.

The basic security for unvoted Township general obligation bonds is the Township's ability to levy, and its levy pursuant to constitutional and statutory requirements of, ad valorem taxes on all real and tangible personal property subject to ad valorem taxation by the Township, within the ten-mill limitation described below. These taxes are to be sufficient in amount to pay (to the extent not paid from other sources) as they come due the debt charges on unvoted general obligation bonds. The law provides that the levy necessary for debt charges has priority over any levy for other purposes within that tax limitation; that priority may be subject to bankruptcy, insolvency, arrangement, fraudulent conveyance or transfer, reorganization, moratorium and other laws relating to or affecting creditors' rights, to the application of equitable principles, to the exercise of judicial discretion, and to limitations on legal remedies against public entities. See the discussion under Indirect Debt Limitations of the ten-mill limitation, and the priority of claim on it for debt charges on unvoted general obligation debt of the Township and all overlapping taxing subdivisions.

See the discussion below, under **TOWNSHIP DEBT AND OTHER LONG TERM OBLIGATIONS – Indirect Debt and Unvoted Property Tax Limitations**, of the ten mill limitation, and the priority of claim on it for debt service on unvoted general obligation debt of the Township and all overlapping taxing subdivisions.

The Township issued its Various Purpose General Obligation Bonds Refunding and New Money Bonds, Series 2011 (the "Series 2011 Bonds") in the original principal amount of $9,955,000 on February 23, 2011. The Series 2011 Bonds matured on December 1, 2021, and no Series 2011 Bonds remain outstanding.

Other than the Bonds upon their issuance, the Township has no outstanding unvoted general obligation bonds.

Voted Bonds.

The basic security for voted Township general obligation debt is the authorization by the electors for the Township to levy to pay debt charges on those bonds, without limitation as to rate or amount, ad valorem taxes on all real and tangible personal property subject to ad valorem taxation by the Township. The tax is outside of the ten-mill limitation, and is to be in sufficient amount to pay (to the extent not paid from other sources) as it comes due the debt charges on the voted bonds (subject to the provisions of bankruptcy laws and other laws affecting creditors' rights and to the exercise of judicial discretion).

The Township has no outstanding voted bonds.

Bond Anticipation Notes.

As used in the discussions that follow, the term "BANs" refers to bonds issued in anticipation of the issuance of general obligation bonds. While BANs are outstanding, Ohio law requires the levy of an ad valorem property tax in an amount not less than that which would have been levied if bonds had been issued without the prior issuance of the BANs. That levy need not actually be collected if payment in fact is to be provided from other sources, such as the proceeds of the bonds anticipated or of renewal BANs. BANs, including renewal BANs, may be issued and outstanding from time to time up to a maximum period of 240 months from the date of issuance of the original bonds. Any period in excess of five years must be deducted from the permitted maximum maturity of the bonds anticipated. Portions of the principal amount of BANs outstanding for more than five years must be retired in amounts at least equal to, and payable not later than, those principal maturities that would have been required if the bonds had been issued at the expiration of the initial five-year period.

The Township has no outstanding BANs.

Statutory Direct Debt Limitations

The Revised Code provides two debt limitations on general obligation debt that are directly based upon tax valuation, applicable to all home rule townships, including the Township.

- The net principal amount of both voted and unvoted debt of a township which has adopted the limited home rule form of government, excluding "exempt debt" (discussed below), may not exceed 10½% of the total tax valuation of all property in the township as listed and assessed for taxation.
- The net principal amount of the unvoted nonexempt debt of a township which has adopted the limited home rule form of government may not exceed 5½% of that valuation.

These two limitations, which are referred to as the "direct debt limitations," may be amended from time to time by the General Assembly.

The ability of a township which has adopted the limited home rule form of government to incur unvoted debt (whether or not exempt from the direct debt limitation) also is restricted by the indirect debt limitation discussed below under Indirect Debt and Unvoted Property Tax Limitations.

In the calculation of debt subject to the direct debt limitation, the amount in a Township's bond retirement fund allocable to the principal amount of non-exempt debt is deducted from gross non-exempt debt. Without consideration of amounts in the Township's Bond Retirement Fund, and the Bonds, and current tax valuation, the Township's borrowing capacity is:

Limitation	Non-exempt Debt Outstanding	Additional Debt Capacity Within Limitation
10.5% =	$0.00	$141,428,527
5.5% =	$0.00	$74,081,609

Debt Capacity Analysis

The following table provides an analysis of the Township's debt capacity as of December 1, 2022, including the Bonds.

Township Debt Capacity

1.	Assessed valuation of the taxable property in the Township as shown by the tax duplicate for the year 2021, which is the latest tax duplicate at the date hereof:	$1,346,938,350
2.	Total principal amount of all outstanding bonds and notes, plus the present issue	$12,000,000*
3.	Principal amount of exempt bonds and notes included in item 2:	
	(a) Bonds issued in anticipation of current revenues	
	(b) Bonds and notes issued in anticipation of the levy or collection of special assessments	
	(c) Bonds and notes issued to pay final judgments or court approved settlements	
	(d) Bonds issued for park lands and materials under R.C. 505.261	
	(e) Bonds issued for the construction of buildings or for the acquisition of equipment, buildings or sites under R.C. 505.262	
	(f) Bonds issued for firefighting equipment, buildings and sites under R.C. 505.37	$12,000,000*
	(g) Bonds issued for road machinery and equipment under R.C. 5549.02	
	(h) Bonds issued in anticipation of voted tax levy proceeds	
	(i) Any other bonds and notes exempted from statutory debt limitations under R.C. 133.04(B)(8) (TIF payments in lieu of taxes)	
	(j) Any other bonds and notes exempted from statutory debt limitations under R.C. 133.04 (list on separate sheet)	
4.	Total of items 3(a) to (j)	$12,000,000*
5.	10-1/2% of tax valuation	$141,428,527
6.	Total principal amount of voted and unvoted bonds and notes subject to 10-1/2% overall debt limitation [2 minus 4]	$0
7.	Debt leeway (*) within 10-1/2% limitation [5 minus 6]	$141,428,527
8.	5-1/2% of tax valuation	$74,081,609
9.	Total principal amount of unvoted bonds and notes subject to 5-1/2% unvoted debt limitation	$0
10.	Debt leeway (*) within 5-1/2% unvoted debt limitation [8 minus 9]	$74,081,609

(*) Debt leeway determined without considering money in the Bond Retirement Fund

* Preliminary, subject to change.

Indirect Debt and Unvoted Property Tax Limitations

Voted general obligation debt may be issued by the Township if authorized by vote of the electors. Ad valorem taxes, without limitation as to amount or rate, to pay debt charges on voted bonds are authorized by the electors at the same time they authorize the issuance of the bonds.

General obligation debt such as the Bonds also may be issued by the Township without a vote of the electors under certain statutory provisions. This unvoted debt may not be issued unless the ad valorem property tax for the payment of debt charges on (a) those bonds (including bonds in anticipation of which bonds are issued), and (b) all outstanding unvoted general obligation bonds (including bonds in anticipation of which bonds are issued) of the combination of overlapping taxing subdivisions including the Township resulting in the highest tax required for such debt charges, in any year is 10 mills or less per $1.00 of assessed valuation. This indirect debt limitation, the product of what is commonly referred to as the "ten-mill limitation," is imposed by a combination of provisions of the Ohio Constitution and the Revised Code.

The ten-mill limitation is the maximum aggregate millage for all purposes that may be levied on any single piece of property by all overlapping taxing subdivisions without a vote of the electors. This 10 mills is allocated pursuant to a statutory formula among certain overlapping taxing subdivisions in the County, including the Township. All of the 10 mills is currently being levied by the combination of the Township and the taxing subdivisions overlapping the Township. The allocation of the 10 mills (sometimes referred to as the "inside millage") is as follows: 2.26 mills for the County, 6.33 mills for Northwest Local School District, and 1.38 mills for the Township.

Present Ohio law requires the inside millage allocated to a taxing subdivision to be used first for the payment of debt charges on its unvoted general obligation debt, unless provision has been made for that payment from other sources, with the balance usable for other purposes. To the extent this inside millage is required for debt charges of a taxing subdivision (which may exceed the formula allocation to that subdivision), the amount that would otherwise be available to that subdivision for general fund purposes is reduced. Because the inside millage that may actually be required to pay debt charges on a subdivision's unvoted general obligation debt may exceed the formula allocation of that millage to the subdivision, the excess reduces the amount of inside millage available to overlapping subdivisions. In the case of municipalities, however, a law applicable to all Ohio cities and villages requires that any lawfully available receipts from a municipal income tax or from voted property tax levies be allocated to pay debt charges on the municipality's unvoted debt before the formula allocations of the inside millage to overlapping subdivisions can be invaded for that purpose.

In the case of BANs, the highest annual debt charges estimated for the anticipated bonds is used to calculate the millage required.

The indirect debt limitation applies to all unvoted general obligation bonds even if debt charges on some of it is expected to be paid in fact from special assessments or other sources.

The estimated highest debt charges requirement in any year for all Township debt subject to the ten-mill limitation is estimated to be $_____ in Fiscal Year 2023. That debt includes the Bonds and any unvoted general obligation bonds outstanding or bonds anticipated by BANs outstanding. The payment of those annual debt charges would require a levy of an estimated _____ mills based on current assessed valuation. Of the maximum annual requirement, 100% is expected by the Township to be paid from sources other than ad valorem taxes, such as service payments in lieu of taxes. See **Tax Increment Financing**. If those other sources for any reason were not available, the debt charges could be met from the amounts produced by the millage currently levied or able to be levied for all purposes by the Township within the ten-mill limitation.

According to the Ohio Municipal Advisory Council, the total millage theoretically required by the County and the Northwest Local School District (the overlapping taxing subdivisions which have issued unvoted debt) for their outstanding unvoted general obligation debt is estimated to be 0.91721 mills for the year of the highest potential debt charges. Thus, including the _____ mills required for the Township,

there remains _____ mills within the ten-mill limitation which has yet to be allocated to debt charges and which is available to the Township and overlapping subdivisions in connection with the issuance of additional unvoted general obligation debt.

Debt Outstanding

Upon issuance of the Bonds, the Township will have the following general obligation debt outstanding:

Outstanding General Obligation Debt

Issue Designation	Dated Date	Final Maturity	Balance Outstanding December __, 2022
General Obligation Fire Station Bonds, Series 2022	12/28/2022	12/1/20__	$12,000,000*
Total			**$12,000,000***

Source: The Township

Other than the Bonds, the Township has no other outstanding general obligation bonds.

Future Financings

At this time, the Township has no plans to undertake or participate in any new major capital improvement projects for which it plans to borrow moneys or enter into long-term financial undertakings, or to issue any current revenue or tax anticipation bonds.

Long-Term Financial Obligations Other Than Bonds and Notes.

Retirement Obligations

All full-time employees of the Township are covered either by the Ohio Public Employees Retirement System (OPERS), OPERS Law Enforcement or the Ohio Police and Fire Pension Fund (OP&F).

Employees covered by OPERS contributed at a statutory rate of 10.0% of earnable salary or compensation. The Township's current employer contribution rate is 14.0%. The Township has paid all contributions required through December 31, 2021.

Employees covered by OPERS-Law Enforcement contributed at a statutory rate of 13.0% of earnable salary or compensation. The Township's current employer contribution rate is 17.63%. The Township has paid all contributions required through December 31, 2021.

OP&F-covered employees contributed at a statutory rate of 12.25% of gross earnings. The Township contributes at rates (actuarially established and fixed by the OP&F Board), applying to earnable salary or compensation, of 19.5% for police personnel and 24.0% for fire personnel. The Township has paid all contributions required through December 31, 2021.

Federal law requires Township employees hired after March 31, 1986 to participate in the federal Medicare program, which requires matching employer and employee contributions, each being 1.45% of the wage base. Otherwise, Township employees who are covered by a State retirement system

* Preliminary, subject to change.

are not currently covered under the federal Social Security Act.

The Township's current employer contributions to OPERS, OPERS – LE and OP&F, and the payments toward the accrued OP&F liability, have been treated as current expenses and included in the Township's operating expenditures, except to the extent paid from the proceeds of any "Police and Fire Pension" levy referred to above under **AD VALOREM PROPERTY TAXES – Tax Rates**.

OPERS is not now subject to the funding and vesting requirements of the federal Employee Retirement Income Security Act of 1974.

OPERS and OP&F are created by and operate pursuant to Ohio law. The General Assembly could determine to amend the format of either fund and could revise rates or methods of contributions to be made by the Township into the pension funds and revise benefits or benefit levels.

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APPENDIX B

APPENDIX C

FORM OF APPROVING LEGAL OPINION OF FROST BROWN TODD LLC

The form of the legal approving opinion of Frost Brown Todd LLC, Bond Counsel, is set forth below. The actual opinion will be delivered on the date of delivery of the Bonds referred to therein and may vary from the form set forth to reflect circumstances both factual and legal at the time of such delivery. Recirculation of the Official Statement shall create no implication that Bond Counsel has reviewed any of the matters set forth in such opinion subsequent to the date of such opinion.

December __, 2022

RBC Capital Markets, LLC
Cincinnati, Ohio

We have acted as bond counsel to Colerain Township (Hamilton County), Ohio, (the "Township") in connection with the issuance by the Township of its $12,000,000* General Obligation Fire Station Bonds, Series 2022 (the "Bonds"), dated December __, 2022. In such capacity, we have examined such law and such certified proceedings, certifications and other documents as we have deemed necessary to render this opinion.

Regarding questions of fact material to our opinion, we have relied on the certified proceedings and other certifications of public officials and others furnished to us without undertaking to verify the same by independent investigation.

Based upon the foregoing, we are of the opinion that, under existing law:

1. The Bonds have been duly authorized and executed by the Township, and are valid and binding general obligations of the Township.

2. The Bonds are secured by the pledge of the full faith and credit of the Township for the payment thereof and by the pledge of the Township to levy ad valorem taxes inside the ten mill limitation of Article XII, Section 2 of the Constitution of the State of Ohio, upon all property on the general tax lists and duplicates of the Township, in an amount sufficient to pay the principal of and interest on the Bonds when due, which taxes are limited as to rate and amount.

3. The interest on the Bonds is excludable from gross income for federal income tax purposes under Section 103(a) of the Internal Revenue Code of 1986, as amended (the "Code"), and is not treated as an item of tax preference under Section 57 of the Code for purposes of the alternative minimum tax, although for tax years beginning after December 31, 2022, interest on the Bonds may affect the federal corporate alternative minimum tax for certain corporations. The opinion set forth in the preceding sentence is subject to the condition that the Township comply with all requirements of the Code that must be satisfied subsequent to the issuance of the Bonds in order that the interest thereon be, and continue to be, excludable from gross income for federal income tax purposes. The Township has covenanted to comply with all such requirements. Failure to comply with certain of such

* Preliminary, subject to change.

requirements may cause interest on the Bonds to be included in gross income for federal income tax purposes retroactively to the date of issuance of the Bonds.

4. Interest on the Bonds, the transfer thereof, and any profit made on their sale, exchange or other disposition, are exempt from the Ohio personal income tax, the Ohio commercial activity tax, the net income base of the Ohio corporate franchise tax, and municipal, school district, and joint economic development district income taxes in Ohio.

We express no opinion regarding other federal or state tax consequences arising with respect to the Bonds. The Township has not designated the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code.

It is to be understood that the rights of the holders of the Bonds and the enforceability thereof are limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights generally, and by equitable principles, whether considered at law or in equity.

Although we have participated in the preparation of portions of the Official Statement dated December __, 2022 (the "Official Statement") relating to the Bonds, we have not been engaged to review the accuracy, completeness or sufficiency of the Official Statement or other offering material relating to the Bonds (except to the extent, if any, stated in the Official Statement) and we express no opinion and make no representation relating thereto (excepting only the matters set forth as our opinion in the Official Statement). We express no opinion herein regarding the accuracy, adequacy, or completeness of the Official Statement dated December __, 2022 relating to the Bonds. Further, we express no opinion regarding tax consequences arising with respect to the Bonds other than as expressly set forth herein.

Please be advised that the rights of the holders of the Bonds and the enforceability thereof are limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights generally, and by equitable principles, whether considered at law or in equity.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention, or any changes in law that may hereafter occur. We bring to your attention the fact that our legal opinions are an expression of our professional judgment and are not a guarantee of a result.

APPENDIX D

FORM OF OFFICIAL STATEMENT CERTIFICATE

RBC Capital Markets, LLC
Cincinnati, Ohio

Frost Brown Todd LLC
Cincinnati, Ohio

Subject: Official Statement relating to the Sale and Original Issuance by Colerain Township (Hamilton County), Ohio, of its $12,000,000 General Obligation Fire Station Bonds, Series 2022 (the "Bonds")

Based on our review of the Preliminary Official Statement dated December __, 2022, and the Official Statement dated December __, 2022, both prepared by the Township, and such investigation and inquiries of our staffs as we have deemed necessary in the circumstances in order to make this certification, we in our official capacities with the Township as identified below certify on behalf of the Township that:

1. Except as to certain information on the Cover of the Preliminary Official Statement and as to the information contained in the Preliminary Official Statement under the captions "UNDERWRITING," "MUNICIPAL ADVISOR," and "BOOK-ENTRY ONLY SYSTEM", as to which no representations are made, on the date of the Preliminary Official Statement, and on the date of delivery of the Bonds to the original purchaser thereof (being the date hereof), the Preliminary Official Statement did not and does not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made therein, in light of the circumstances under which they were made, not misleading.

2. Except as to the information contained in the Official Statement under the captions "UNDERWRITING," "MUNICIPAL ADVISOR," and "BOOK-ENTRY ONLY SYSTEM" or information on the Cover of the Official Statement as to the yield or offering prices of the Bonds, as to which no representations are made, on the date of the Official Statement, and on the date of delivery of the Bonds to the original purchaser thereof (being the date hereof), the Official Statement did not and does not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made therein, in light of the circumstances under which they were made, not misleading.

3. Since the respective dates of the Preliminary Official Statement and the Official Statement, nothing has occurred that has caused, or that might reasonably be expected to cause, a material adverse change in the condition or prospects of the Township.

4. The Preliminary Official Statement was "deemed final" as of its date for purposes of SEC Rule 15c2-12(b)(1), and the signed Official Statement is a "Final Official Statement" in the judgment of the Township for purposes of SEC Rule 15c2-12(b)(3) and (4).

The date of this certificate is December __, 2022.

COLERAIN TOWNSHIP
HAMILTON COUNTY, OHO

Township Trustee	Township Trustee
Township Trustee	Township Fiscal Officer

APPENDIX E

$12,000,000
Colerain Township (Hamilton County), Ohio
General Obligation Fire Station Bonds, Series 2022

FORM OF CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by the Township Administrator and the Fiscal Officer of Colerain Township (Hamilton County), Ohio, (the "Township") pursuant to the resolution of the Board of Trustees of the Township authorizing the issuance and sale of the above-captioned obligations (the "Obligations"). The Township covenants and agrees as follows:

Section 1. Definitions. The following capitalized terms shall have the following meanings:

"EMMA" shall mean the Electronic Municipal Market Access system of the MSRB for use in the collection and dissemination of information, which system the Securities and Exchange Commission has stated to be consistent with its Rule 15c2-12. Currently, the following is the website address for EMMA: emma.msrb.org.

"Listed Events" shall mean any of the events listed in Section 5 of this Disclosure Certificate.

"MSRB" shall mean the Municipal Securities Rulemaking Board, located at:

1300 I Street, NW, Suite 1000
Washington, D.C. 20005
Phone: (202) 838-1500
Fax: (202) 898-1500
Internet: www.msrb.org

"Official Statement" shall mean the Official Statement prepared in connection with the sale of the Obligations.

"Participating Underwriter" shall mean any of the original underwriters of the Obligations required to comply with the Rule in connection with the offering of the Obligations.

"Rule" shall mean Rule 15c2-12(b)(5) adopted by the United States Securities and Exchange Commission ("SEC") under the Securities Exchange Act of 1934, as the same may be amended from time to time.

Section 2. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the Township for the benefit of the holders and beneficial owners of the Obligations and in order to assist the Participating Underwriter in complying with the Rule.

Section 3. Provision of Annual Reports.

(a) The Township shall, not later than September 30 of each year, commencing September 30, 2023, provide to the MSRB in an electronic format as prescribed by the MSRB an Annual Report for the fiscal year of the Township ended December 31 of each year, which Annual Report shall include certain annual financial information, including audited financial

statements when available, generally consistent with the information contained in "Appendix A" of the Official Statement.

(b) If the Township fails to provide an Annual Report to the MSRB by the date set forth in subsection (a) of this Section 3, the Township shall send in a timely manner to the MSRB notice of such failure, which shall include a statement as to the date by which the Township anticipates that the Annual Report will be provided to the MSRB.

Section 4. Reporting of Significant Events. The Township shall provide to the MSRB in a timely manner not in excess of ten business days after the occurrence of the event notice of any of the following events with respect to the Obligations:

(a) Principal and interest payment delinquencies;

(b) Non-payment related defaults, if material;

(c) Unscheduled draws on debt service reserves reflecting financial difficulties;

(d) Unscheduled draws on credit enhancements reflecting financial difficulties;

(e) Substitution of credit or liquidity providers, or their failure to perform;

(f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Obligations, or other material events affecting the tax status of the Obligations;

(g) Modifications to rights of holders of the Obligations, if material;

(h) (1) Calls for redemption of the Obligations, if material, other than calls pursuant to the mandatory sinking fund provisions of the Obligations, if any, and (2) tender offers;

(i) Defeasances;

(j) Release, substitution or sale of property securing repayment of the Obligations, if material;

(k) Rating changes;

(l) Bankruptcy, insolvency, receivership or similar event of the Township;

(m) The consummation of a merger, consolidation, or acquisition involving the Township or the sale of all or substantially all of the assets of the Township, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

(n) Appointment of a successor or additional trustee or the change of name of a trustee, if material;

(o) Incurrence of a financial obligation of the Township, if material, or agreement to covenants, event of default, remedies, priority rights, or other similar terms of a financial obligation of the Township, any of which affect Note holders, if material; and

(p) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the Township, any of which reflect financial difficulties. Note: "*financial obligation*" means a (a) debt obligation, (b) derivative instrument entered into in connection with, or pledged as security or a

source of payment for, an existing or planned debt obligation, or (c) guarantee of an obligation or instrument described in either clause (a) or (b). Financial obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

For the purposes of subsection (l), above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Township in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Township, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Township.

Section 5. Means of Reporting Information. The Township shall provide information to the MSRB's EMMA disclosure service as prescribed by the MSRB. As of the date hereof, submissions must be by electronic submission in an electronic portable document format ("PDF") that shall have a word-search function permitting a user to search the document.

The Township is authorized to transmit information to the MSRB by whatever means are mutually acceptable to the Township and the MSRB.

Section 6. Termination of Reporting Obligation. The Township's obligation under this Disclosure Certificate shall terminate upon the defeasance, redemption or payment in full of all of the Obligations.

Section 7. Amendment; Waiver. Notwithstanding any other provision of this Disclosure Certificate, the Township may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, if the Township has received an opinion of counsel knowledgeable in federal securities laws to the effect that such amendment or waiver would not, in and of itself, cause the undertakings herein to violate the Rule if such amendment or waiver had been effective on the date hereof but taking into account any subsequent change in or official interpretation of the Rule.

Section 8. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the Township from disseminating any other information (using the means of dissemination set forth in this Disclosure Certificate or any other means of communication) or including any other information in any annual filing or providing notice of occurrence of events, in addition to that which is required by this Disclosure Certificate. If the Township chooses to include any information in an annual filing or provide notice of occurrence of events which are not Listed Events in addition to that which is specifically required by this Disclosure Certificate, the Township shall have no obligation to update such information or include it in any future annual filing or notice of occurrence of a Listed Event.

Section 9. Default; Remedies. Failure of the Township to perform any of its undertakings contained in this Disclosure Certificate shall not constitute an event of default with respect to the Obligations. The exclusive remedy for any such failure shall be enforcement of the Township's obligations to so perform by actions or proceedings taken in accordance with Ohio Revised Code Section 133.25(B)(4)(b) or Section 133.25(C)(1).

Section 10. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Township, the Participating Underwriter and the holders of the Obligations, and shall create no rights in any other person or entity.

Date: _____, 2022

COLERAIN TOWNSHIP
HAMILTON COUNTY, OHO

_____	_____
Township Administrator	Fiscal Officer
Colerain Township, Hamilton County, Ohio	Colerain Township, Hamilton County, Ohio

0137108.0762146 4887-3521-6438v9
11/9/2022

CONSENT ITEMS

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Contract - InfinityHR - Onboarding Set Up - $0

Recommend approval of all consent items.

Rationale:

InfinityHR has agreed to provide contract support for free to the Human Resources Department to help make updates to our onboarding platform.

Quote #: Q-06068-1
Order Date: 11/15/2022

SOFTWARE SERVICES ORDER FORM

Primary Contact Information

Renetta Edwards
Human Resource Specialist
Colerain Township
4200 Springdale Road
Cincinnati, OH 45251
United States
(513) 923-5011
redwards@colerain.org

Billing Information (if different than Primary)

Colerain Township
4200 Springdale Road
Cincinnati, OH 45251
United States

SALESPERSON	EMAIL	PAYMENT METHOD
Cindy Shimp	cindy.shimp@arcoro.com	Invoice

Business Terms

Subscription Term: month non-cancellable term

The Subscription and the Set-Up Fees specified in this Order Form shall be invoiced as of the Order Date. Recurring Subscription Fees for the Service shall be invoiced in advance and shall be due net 30 days from the invoice date. The Recurring Subscription time period listed shall automatically renew unless Customer gives Arcoro notice of termination at least 60 days prior to the end of the relevant Subscription Term.

Software & Service Description

Prices do not include applicable taxes (if any), and all fees are non-refundable. Prices are guaranteed for the term specified. Customer is responsible for all usage overages. Overages will be billed quarterly at the rate identified in the Order Form plus 25%.

Upon execution by Customer and Company, this Order forms a binding legal agreement between the Company and Customer to purchase the Services described herein and is further governed by the Company's Terms of Service (the "Terms of Service"). If applicable, ExakTime will provide service/support for Equipment Rentals in accordance with the ExakTime Equipment Rental

Agreement. The person who's signature appears on this Order warrants that they are authorized to execute this Order on behalf of Customer. In the event of a conflict between the Order and the Terms of Service, the terms of the Order will govern and control.

Product	Description	Quantity	List Price	Total
Additional Training	1 support and training hour for CoreHR	1	$225.00	$0.00
			TOTAL:	$0.00

*All prices shown in USD

Contract Start Date: 11/15/2022 **Contract Term:** months

DUE NOW: $0.00

Contract Notes: This contract will not automatically renew.

Customer

Signature: Jeff Weckbach
Jeff Weckbach (Nov 15, 2022 13:26 EST)

Printed Name: Jeff Weckbach

Title: Administrator

Date: Nov 15, 2022

Arcoro Holdings Corp.

Signature: Karen Williams

Printed Name: Karen Williams

Title: SVP Finance

Date: Nov 15, 2022

Colerain Township - Q-06068-1

Final Audit Report 2022-11-15

Created:	2022-11-15
By:	Cindy Shimp (cindy.shimp@arcoro.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtih1ewCdK96meZ6--CwlSBvS4XVkOGk9

"Colerain Township - Q-06068-1" History

Document created by Cindy Shimp (cindy.shimp@arcoro.com)
2022-11-15 - 4:09:12 PM GMT

Document emailed to redwards@colerain.org for signature
2022-11-15 - 4:09:48 PM GMT

Email viewed by redwards@colerain.org
2022-11-15 - 6:25:45 PM GMT

Signer redwards@colerain.org entered name at signing as Jeff Weckbach
2022-11-15 - 6:26:09 PM GMT

Document e-signed by Jeff Weckbach (redwards@colerain.org)
Signature Date: 2022-11-15 - 6:26:11 PM GMT - Time Source: server

Document emailed to Karen Williams (karen.williams@exaktime.com) for approval
2022-11-15 - 6:26:12 PM GMT

Email viewed by Karen Williams (karen.williams@exaktime.com)
2022-11-15 - 7:41:56 PM GMT

Document approved by Karen Williams (karen.williams@exaktime.com)
Approval Date: 2022-11-15 - 7:42:08 PM GMT - Time Source: server

Agreement completed.
2022-11-15 - 7:42:08 PM GMT

CONSENT ITEMS

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Contract - SPI - Homicide School Training -$0

Recommend approval of all consent items.

Rationale:

In exchange for utilizing Township facilities, the Township will be provided with free tuition at the SPI Homicide School. This agreement stipulates those terms and conditions. There are no direct costs to Colerain and the Township will save dollars by not having to pay mileage and hotel for employees in the Criminal Investigative Unit to attend.

Southern Police Institute
Excellence in Policing

Department of Criminal Justice
University of Louisville
Louisville, KY 40292

Main Office: 502-852-6561
Fax: 502-852-0335
www.louisville.edu/spi
http://www.facebook.com/SPI.Louisville

Homicide Investigation Course Agreement
between
Southern Police Institute
and the
Colerain Township Police Department
Cincinnati, OH

The **Southern Police Institute (SPI),** in concert with the Colerain Township **Police Department (CTPD) 4200 Springdale Road, Cincinnati, OH 45251,** will co-host the **10-day (80-hour)** course entitled **Homicide Investigation Course**, to be held at the **Colerain Township Community Center, 4300 Springdale Road, Cincinnati, OH 45251** on **October 9-20, 2023,** beginning at 8:00 AM and ending at 5:00 P.M. A minimum of 25 paid registered participants is required to guarantee this training course will proceed as scheduled. Regarding course attendance, the co-host may earn one (1) free seat with 30-34 paid registrations and one (1) additional tuition-free seat for multiples of 5 additional paid registrations up to 40, as exampled below:

Two (2) tuition-free seats with 35-39 paid registrations
Three (3) tuition-free seats with 40-45 paid registrations

A co-hosting agency may earn up to two (2) additional tuition-free seats in this SPI training course by agreeing to provide a Course Coordinator **and/or** transportation assistance to course instructional staff as specified below.

Administrative Assistance (one additional free seat)

A co-hosting agency may earn up to one (1) additional tuition-free seat in this SPI training course by agreeing to provide a course coordinator to perform the responsibilities listed below:

- Set up the classroom with SPI materials
- Introduce instructors to the class (bios will be provided by SPI)
- Process necessary documents (registration, evaluations, and Scantrons if applicable)
- Conduct examination for course (if applicable)
- Disseminate course and instructor evaluations and course materials (provided by SPI)
- Mail examinations and evaluations to SPI
- Review and adhere to Guidelines for Course Coordinator (provided by SPI)

(Initial here____ if providing a Course Coordinator for one (1) additional seat)

Transportation Assistance (one additional free seat)

A co-hosting agency may earn up to one (1) additional tuition-free seat in this SPI training course by agreeing to provide transportation services to the instructor(s) as listed below:

- Provide ground transportation for course instructors to and from airport, hotel and training site.

(Initial here_____ if providing Transportation Assistance for one (1) additional seat)

Both SPI and **CTPD** agree to the following responsibilities:

SPI will:

a. Advertise the program as part of the current Course Schedule training schedule, on the SPI web, SPI face book page and other venues as appropriate.
b. Provide an email flyer in PDF format on the SPI website and to the co-host.
c. Handle the course registration process.
d. Provide qualified instructional personnel.
e. Provide training materials (via link sent out to their email address two weeks prior to beginning of course(s), pad folio, notebook, name tent, etc.), instructor and course evaluation forms and exams.
f. Pay costs associated with air travel and the on-site stay of the instructors.
g. Collect tuition and registration information on-line via the SPI website.
h. Provide _8_ CEUs to each participant successfully completing the course (A Certificate will be awarded from the Southern Police Institute, Department of Criminal Justice, College of Arts and Sciences, University of Louisville. This certificate will be sent via email, in PDF format, to each participant two weeks of the conclusion of the course.); and
i. In concert with **CTPD** cancel the program if registration is less than the minimum number of participants. (A cancellation must be at least 30 days in advance of class.)

CTPD will:

a. Correspond with area law enforcement executives to encourage participation in the program.
b. Appoint a course liaison or coordinator as a point of contact (POC) to provide assistance to SPI, recruit personnel for and encourage participation in the program.

c. Assist with local/regional marketing of the training course by contacting other law enforcement representatives to encourage participation prior to the beginning of the course; and
d. Provide a suitable classroom for up to **50** participants equipped with a whiteboard, flip charts, markers, LCD projector, projection screen (8'x10' min.), external DVD/CD Drive, wireless remote presenter, and personal computer with speakers (that will accommodate PowerPoint presentations), adequate power sources.

We the undersigned agree to the tasks stated herein and recognize our joint and individual responsibilities.

12/08/22

Jeff Weckbach, Township, Administrator Date
Colerain Township Police Department
Cincinnati, OH

12/07/22

Dennis G. Hippert, Associate Director Date
Southern Police Institute
Louisville, KY

CONSENT ITEMS

Department:	Development
Department Director:	David Miller, Director of Development
Strategic Plan Goal:	Strategic Goal #1: Increase Focus on Economic Development and Township Prosperity

New Hire - Management Analyst Intern - Development - Aaralyn Gross - $15/hour

Recommend approval of all consent items.

Rationale:

The position of Management Analyst Intern was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Aaralyn Gross.

The wage for this job is $15 per hour for up to 40 hours per week. Contingent upon Board approval, they would be eligible to begin work on December 14, 2022.

COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

December 14, 2022

Ms. Aaralyn Gross
Candidate for Bachelor of Urban Planning
College of Design, Architecture, Art, and Planning
University of Cincinnati
2723 Clifton Avenue
Cincinnati, OH 45220

RE: Official Spring 2023 Co-op Invitation

Dear Aaralyn,

Thank you for your interest in supplementing your undergraduate education at the University of Cincinnati with a co-op at Colerain Township. This letter serves as an official invitation to join the Development Department during your Spring 2023 semester to experience everything we have to offer in the real world of planning, zoning, and economic development across the Colerain community.

Your co-op would begin no sooner than January 3, 2023 and end by April 28, 2023. We will provide you with at least 450 hours of work experience at a gross rate of pay of $15.00 per hour.

If this offer is amenable to you, please sign the extra copy of this offer letter herewith included and return it to me in the envelope provided at your earliest convenience. We will then be in touch soon thereafter to begin the onboarding process.

Sincerely,

David Miller
Development Director

OFFER ACCEPTANCE

_____
Aaralyn Gross Date
University of Cincinnati Co-op

_____
David Miller, Development Director
Colerain Township

COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Date of Trustee Approval - 12/13/2022

Job Code: 175- Mgt Analyst Intern Position Number: - 1023- Mgt Analyst Intern

Status:	☐Full Time	☐Permanent	☐FLSA Exempt	☐CBA Position
	☒Part Time	☒Temporary/Seasonal	☒FLSA Non-Exempt	☒Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Aaralyn Gross

Hourly rate: $15.00 Employee Supervisor: Jarrod Alig

Min/Max hours/week: 40 hours

Proposed start date: 01/03/2023 Eligibility Date: 01/03/2023

Tentative schedule of hours: 8:00am-4:30pm

Does this position supervise staff? ☐ Yes ☒No

Comments: N/A

Department Head Name: David Miller

Signature: David Miller Date: 12/6/22

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 01/03/2023

Administrator Signature: Date: 12/6/22

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☐Township Website

☐Internal Bulletin Board

☐Social media

- ☐Facebook
- ☐LinkedIn
- ☐Twitter
- ☐Other

☐Newspapers

☒Other job boards – University of Cincinnati Division of Experience-Based Learning and Career Education Program

Hiring Process Timeline:

Date of initial posting: 10/16/2022

Date posting closed: 11/11/2022

Interview Committee: Jarrod Alig, Stephen Springsteen

Interview dates: 11/08/2022

Number of applications: 8

Number of candidates interviewed: 3

CONSENT ITEMS

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

New Hire - Police Officer - Police Department - James Wormald - $25.48/hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: James Wormald.

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 December 14, 2022.

COLERAIN
1794 225th ANNIVERSARY 2019

NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Date of Trustee Approval 12/13/2022

Job Code: 146 – Uniformed Police Officer Position Number: 4038- Uniformed Police Officer

Status: ☒Full Time ☒Permanent ☐FLSA Exempt ☒CBA Position
☐Part Time ☐Temporary/Seasonal ☒FLSA Non-Exempt ☐Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: James Wormald

Hourly rate: $25.48 Employee Supervisor: Lt. Dean Doerflein

Min/Max hours/week: 40

Proposed start date: 12/14/2022 Eligibility Date: 12/14/2022

Tentative schedule of hours: 40 hours per week

Does this position supervise staff? ☐ Yes ☒No

Comments: NA

Department Head Name: Edwin Cordie

Signature: _____ Date: 12/29/2022

Click or tap here to enter text.

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 12/14/2022

Administrator Signature: _____ Date: 12/1/22

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒Township Website

☐Internal Bulletin Board

☒Social media

- ☒Facebook
- ☐LinkedIn
- ☐Twitter
- ☐Other

☐Newspapers

☒Other job boards

Hiring Process Timeline:

Date of initial posting: Ongoing Process

Date posting closed: Ongoing Process

Interview Committee: Sergeant Jamie Penley, Heather Mason, Ashley Johnson, William Hane, Kelley Hopewell

Interview dates: 7/15/2022

Number of applications: 160

Number of candidates interviewed: 112

CONSENT ITEMS

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

New Hire - Police Officer - Police Department - Travis Studzinski - $25.48/hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Travis Studzinski.

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 December 14, 2022.

COLERAIN
1794 225th ANNIVERSARY 2019

NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Date of Trustee Approval 12/13/2022

Job Code: 146 – Uniformed Police Officer Position Number: 405a Uniformed Police Officer

Status: ☒Full Time ☒Permanent ☐FLSA Exempt ☒CBA Position
☐Part Time ☐Temporary/Seasonal ☒FLSA Non-Exempt ☐Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Travis Studzinski

Hourly rate: $25.48 Employee Supervisor: Lt. Dean Doerflein

Min/Max hours/week: 40

Proposed start date: 12/14/2022 Eligibility Date: 12/14/2022

Tentative schedule of hours: 40 hours per week

Does this position supervise staff? ☐ Yes ☒No

Comments: NA

Department Head Name: Edwin Cordie

Signature: _____ Date: 11/29/2022

text.

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: ~~9/1/2022~~ 12/14/22

Administrator Signature: _____ Date: 12/1/22

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒Township Website

☐Internal Bulletin Board

☒Social media

- ☒Facebook
- ☐LinkedIn
- ☐Twitter
- ☐Other

☐Newspapers

☒Other job boards

Hiring Process Timeline:

Date of initial posting: Ongoing Process

Date posting closed: Ongoing Process

Interview Committee: Sergeant Jamie Penley, Heather Mason, Ashley Johnson, William Hane, Kelley Hopewell

Interview dates: 7/15/2022

Number of applications: 160

Number of candidates interviewed: 112

CONSENT ITEMS

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

New Hire - Recruit - Department of Fire and EMS - $14.50 per hour.

Recommend approval of all consent items.

Rationale:

The position of Recruit was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individuals:

1. Jason Barrett
2. Christopher Billup
3. Blake Borgman
4. Garrett Bucksath
5. Alexander Getz
6. Jonathan Grant-Elam
7. Christopher Helmers
8. Griffin Kain
9. Alyssa Malone-Ladd
10. Elaina Nadler
11. Nathan Niehaus
12. Nate Schaerer
13. Kyle Shaiper
14. Justin Shanks
15. Hunter Smith
16. Jacob Vollmer
17. Matthew Wellbrock
18. Cody Wright

The wage for this job is $14.50 per hour for 29 hours per week. Contingent upon Board approval, they would be eligible to begin work on January 9, 2023.

CONSENT ITEMS

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

New Hire - Part-Time Paramedic - Department of Fire and EMS - $15.97 per hour.

Recommend approval of all consent items.

Rationale:

The position of Part-Time Paramedic was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individuals:

1. John King: Paramedic Only
2. Meghan Ungar: Paramedic Only

The wage for this job is $15.97 per hour for 29 hours per week. Contingent upon Board approval, they would be eligible to begin work on January 9, 2023.

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 - Shane McNally - $18.20 per hour.
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. Shane McNally

The wage for this job is $18.20 per hour for 53 hours per week. Contingent upon Board approval, Shane would be eligible to begin work on December 26, 2022.

COLERAIN TOWNSHIP
EMPLOYEE STATUS CHANGE

EMPLOYEE PROFILE

Employee Name: Shane McNally
Department: Fire & EMS
Board Approved Date: 12/13/2022
Date Effective: 12/26/2022

EMPLOYMENT CHANGES

New Hire: ☐ Job Title: FT Firefighter/EMT Supervisor: Chief Allen Walls
Rehire: ☐
Part-Time: ☐ Start Date: End Date: 12/25/2022
Full-Time: ☒ Start Date: 12/26/2022

CLASSIFICATION CHANGES

Change		Old Information		New Information
Transfer: ☐	Title/Dept:		Title/Dept:	
Promotion: ☒	Title/Dept:	Part-Time Firefighter/EMT	Title/Dept:	Full-Time Firefighter/Medic Fire
Demotion: ☐	Title/Dept:		Title/Dept:	
Title: ☐	Title/Dept:		Title/Dept:	
Salary: ☒	Salary:	$14.94 hourly	Salary:	$18.20 hourly
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 ☐

CONSENT ITEMS

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Promotion - Assistant Fire Chief - Department of Fire and EMS - Battalion Chief Shane Packer - $50.00 per hour.
Recommend approval of all consent items.

Rationale:
The recommendation to promote Battalion Chief Shane Packer to Assistant Fire Chief of the department's Operations Bureau is to fill the vacancy created by the retirement of Assistant Chief Greg Brown. Battalion Chief Shane Packer was the successful candidate following an internal and competitive process.

Contingent upon the adoption of the motion to promote Battalion Chief Shane Packer, he would assume the role of assistant fire chief at a rate of $50.00 per hour, effective January 9, 2023. He will be exempt from FLSA.

COLERAIN TOWNSHIP
EMPLOYEE STATUS CHANGE

EMPLOYEE PROFILE

Employee Name: Shane Packer
Department: Fire & EMS
Board Approved Date: 12/13/2022
Date Effective: 1/9/2023

EMPLOYMENT CHANGES

New Hire: ☐
Rehire: ☐
Part-Time: ☐
Full-Time: ☒
Job Title: FT Assistant Fire Chief
Supervisor: Chief Allen Walls
Start Date: 1/9/2023
End Date: 1/7/2023

CLASSIFICATION CHANGES

Change		Old Information	New Information
Transfer: ☐	Title/Dept:		
Promotion: ☒	Title/Dept:	Full-Time Battalion Chief	Full-Time Assistant Fire Chief
Demotion: ☐	Title/Dept:		
Title: ☐	Title/Dept:		
Salary: ☒	Salary:	$34.37 hourly	$50.00 hourly
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 ☐

CONSENT ITEMS

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Donation Acceptance - Administration - BND Asian Plaza

Recommend approval of all consent items.

Rationale:

Colerain Township Administration is grateful for a $260 donation from resident James Gurung, owner of BND Asian Plaza at 3091 W. Galbraith in appreciation for all of the hard work our Township does every day.

CONSENT ITEMS

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - $4,667.75

Recommend approval of all consent items.

Rationale:

Colerain Township Department of Fire and EMS is grateful for a $4,667.75 donation from Cincinnati Moose Lodge #2.

CINCINNATI LODGE NO. 2 11-03
GAMING ACCOUNT
PH. 513-385-2870
P. O. BOX 53215
CINCINNATI, OH 45253-0215

1508

13-55/420

DATE 11/21/22

PAY TO THE ORDER OF Colerain Township Fire Dept $ 540.13

Five Hundred Fourty + 13/100 DOLLARS

Security Features Details on Back.

North Side Bank
AND TRUST COMPANY
Community Banking With A Personal Touch

FOR DONATION PULL TABS

Beverly A Lehman

© HARLAND STYLE XKJ

NAME: CINTI LODGE #2 Moose

ACCT NO.: 20136845 ARROW

11-29-22 DATE

13-55/420

PAY TO THE ORDER OF Colerain Twsp Fire Dept $ 4129.62/100

Four Thousand one hundred Twenty Nine 62/100 DOLLARS

Security features included. Details on back

NorthSideBank
AND TRUST COMPANY
www.northsidebankandtrust.com

FOR DONATION

Beverly A Lehman

CONSENT ITEMS

Department:	Police
Department Director:	Ed Cordie
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Donation Acceptance - Police Department - Cincinnati Moose Lodge #2 - $4,667.75

Recommend approval of all consent items.

Rationale:
Colerain Township Police Department is grateful for a $4,667.75 donation from Cincinnati Moose Lodge #2.