

Minutes

November 15, 2022

1. **Opening of Meeting**

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

2. **Executive Session 6PM**

Mr Weckbach recommended the board of trustees go into executive session in accordance with ORC section 121.22 (G)(4) to discuss collective bargaining sessions with public employees and also in accordance with ORC section 121.22 (G)(8) to consider confidential information relating to specific business strategies and discuss negotiations with other political subdivisions respecting requests for economic development assistance. Mr Clippard will also be joining the executive session.
Motion Mr Unger, Seconded Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Executive session convened at 6:01pm

Mr Wahlert called the meeting back to order at 7:06pm.
All trustees and the fiscal officer were present.
Mr Weckbach had nothing to report from executive session.

3. **Pledge of Allegiance 7PM**

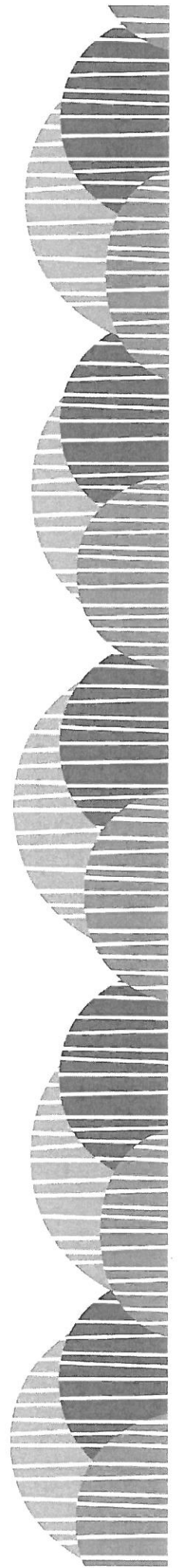
All recited the Pledge of Allegiance

4. **Meditation (Moment of Silence)**

5. **Approval of Minutes**

Motion to approve the minutes from the board of trustees meeting on 10-25-22
Mr Unger, Seconded Ms Ulrich.
No discussion.
All voted Yes. Minutes approved.

6. **Presentations**





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

Chief Walls introduced and administered the oath of office to newly promoted Full-time Firefighter, Gavin Shannon.

- b. Presentation by Ned Heeger-Brehm on Groesbeck Branch of the Public Library
Ned Heeger-Brehm, Director of the Groesbeck Branch of the Public Library provided an update on library activities.

- c. Presentation on Communications Progress by Communications Specialist Tracey-Noren

Communications Specialist Helen Tracey-Noren provided a presentation on communications for the Township.

- d. Presentation of 2023 Budget Book and Strategic Plan by Finance Director McElravy

Staff seeks direction from the Board of Trustees on any changes to the 2023 Budget Book and Strategic Plan

Rationale: Finance Director Jeff McElravy will provide a presentation on the drafted budget and strategic plan for 2023. The full book, in draft form, can be viewed here: <https://stories.opengov.com/coleraintownshiphamiltonoh/published/hUFzt3KS6N>

- e. Presentation on Active Shooter Training by Police Lieutenant Dean Doerflein
Lieutenant Dean Doerflein provided the Trustees a brief overview of how to react and respond should an active shooter situation arise at a Board of Trustee meeting.

7. Citizens Address

Rich McVay - He said the board was spending in a way that doesn't reflect the general populous. He talked about the fire department's approach has changed since 2011 and that the fire department assists EMT's 70% of the time. He mentioned the city of Cincinnati has 5 fire stations older than ours. He said the need for 2 new fire stations is kind of shaky.

Kathy Mohr - She was stunned to hear the additional fee or addendum wasn't approved by the board. In regards to expense cuts, she recommended ending the initial 2 week vacation for employees. She asked, what exactly is the American rescue plan? Can the rental registrations be done on line? Is the township paying for the veterans' dinner? If so, has the board approved an amount?



Stephanie Wright - Do you have any feedback on the discussions with residents and department heads? The citizens fire academy is wonderful and they do a great job. Glad to see the org chart had returned to the agenda. Is there an update on the old Kroger building and Grippos? Has the abatement information been forwarded to the county yet. She asked about a receipt to the University Club.

8. Administrative Reports

Mr Wahlert answered some of the questions from citizens address.

Mr Weckbach - regarding vacation, you get zero on day one. Employees accrue vacation daily.

Regarding the American Rescue dollars. We are obligated to spend the 7.5 million over the next two years.

Regarding the veterans dinner, the township is paying \$1500 for this event.

Chief Walls - For the month of October we had 851 EMS incidents, 203 Fire incidents, 43 responses into Springfield Twp. The average response time was 5:20. Regarding some of the statements from the citizens address. Why do we need two different size stations? We have different compliments of personnel, different compliments of apparatus within those two stations, hence the different sizes. Regarding research, The Firfighter Safety and Deployment study report on EMS field experiments conducted by the National Institute of Standards and Technology of the International Association of Fire Chiefs, among others, has a number of studies regarding apparatus for each incident.

Chief Cordie - For the month of October we responded to 3794 calls for service. Which is over 122 calls per day. We responded to all emergency calls within 2.71 minutes on average. We conducted 152 traffic stops, making 7 OVI arrests for the month. There were 2 uses of force. We had 114 physical arrests. Code enforcement handled 140 inspections, closed 73 violations, with 17 total property maintenance violations. November 19th will be our open house.

Mr Miller - Volume in the development department is still very high. For October we had 16 new single family homes permits issued. We had 11 commercial permits. We're fortunate to have Caleb now working the front desk. He's doing a great job and is eager to learn. OKI has finalized \$266,000 in grants for sidewalks on Poole.

Trustees' Report

- 9.** Ms Ulrich - I look forward to serving on Thursday, all those who served, for the Veterans Day Dinner. I had the opportunity to go to the Hamilton County Municipal League meeting on Saturday with our state representatives. I learned a lot. It was nice to hear our main goal here is safety.



Mr Wahlert - Tomorrow is the solid waste meeting. Thank you to all the folks that voted. I had an opportunity to work the polls after I left school and, thanks to all that volunteered. I'm really proud the way Ohio handles elections. We have way too many fatalities on the roads. The last couple of weeks, I cut about \$300,000 off the budget. We need to spend less and find better ways.

Mr Unger - There was a question about why are we building fire stations. Around the time of our last fire Levy Chief Cook took us around and it was established that we needed to build 2 new fire stations. I attended the citizens fire academy. That is a great program. I drove Copper Creek and Magnolia Woods and my opinion on the shape of those roads is the same as when we voted no to incorporate those. We increased our 2023 budget for our road program from \$1.9 million to \$3.9 million. Please don't use deep fryers in your garages.

10. New Business

Public Safety

- Motion to Authorize the Township Administrator Execute an Agreement and related documents in substantially the same form with Pepper Construction to
- a. Serve as Construction Manager at Risk for the Construction of Fire Stations 26 and 102

Chief Walls recommended ADOPTION of the Motion.

Rationale: The Township short listed three firms from the RFQ process to identify a Construction Manager at Risk for the construction of Fire Stations 26 and 102. The three firms were:

- ☐ Graybach
- ☐ Oswald
- ☐ Pepper

The Township and Design team from Emersion interviewed all three firms and reviewed the attached proposals from each entity. Based on the review, staff has determined that Pepper Construction possesses the best combination of skills, abilities, and cost structure to complete the project.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Ms Ulrich - Can we tell the public why we chose Pepper?

Mr Weckbach - There were two things that really stood out to us. First was their attention to quality. Almost every other word we heard them say was coming back to quality. The other piece was how they handle pre-construction services.

All voted Yes. Motion approved.

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- b. Motion Authorizing Township Administrator to Execute Contracts with ZHCx for \$44,000 for Commissioning Services for Fire Station 26 and 102

Chief Walls recommended ADOPTION of the Motion.

Rationale: As part of the construction of Stations 26 and 102, the Township will need to enter into a contract with a commission agent. The price of these two agreements totals \$44,000 and was built into the project budget. Building commissioning is the physical testing and fine-tuning of all energy-consuming systems within the building (i.e. HVAC, Lighting, Hot Water, Building Envelope, etc.). The commissioning agent's scope is very technical, requires a professional engineer, and delivers a huge ROI for the Owner by ensuring all these systems are functioning properly and at their optimal levels (many things happen during construction that throw them off). During the design phase, the agent is involved and provides design oversight, suggestions, and develops a plan for the execution of the physical commissioning. During construction, they perform pre-functional testing, oversee start-up activities, and perform functional testing. They track their findings and provide corrective actions in a preliminary report prior to building occupancy. The contractor will make the corrective actions with the agent's oversight. They also perform a physical air leakage test to identify any leaks in the building. Air leaks are detrimental to the building's performance because you're paying to condition air that is leaked right out of the building. After occupancy, the agent will perform opposite-season testing to ensure everything is working properly in both heating and cooling seasons. Lastly, they'll provide a final commissioning report that includes all the information about the building systems, how they are supposed to operate, how they are performing, and how they should be maintained.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Ms Ulrich - This company is going to test every system.

Mr Weckbach - All the mechanical, electrical and plumbing systems.

All voted Yes. Motion approved.

- c. Motion Authorizing Township Administrator to Execute an Agreement with Ohmer-Shaw Group LLC to Serve as the Owner's Representative/Project Manager for the Construction of Fire Station 26 and 102

Chief Walls recommended ADOPTION of the Motion.

Rationale: The Township reached out to three different firms to obtain quotes on provide construction management oversight on behalf of Colerain Township. These three firms were Emersion Design, Ohmer-Shaw Group LLC, and JS Held. The Ohmer-Shaw Group has the required credentials to oversee the project and had the most reasonable rates. Their group anticipates the cost of construction oversight to be

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between \$50,000 and \$77,600 depending on mobilization and start dates. Robert Shaw, the head of the company, would serve as the Township's direct contact for construction activities. His resume is attached to this agenda item for reference.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

d. Resolution Declaring Nuisance and Ordering Abatement

Chief Cordie recommended ADOPTION of Resolution #123-22.

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

2400 Adams Rd. 510-0051-0383-90

12104 Birchgrove Ct. 510-0013-0056-00

9871 Capstan Dr. 510-0111-0143-00

3241 Crest Rd. 510-0130-0086-00

12166 Glencrest Ct. 510-0013-0136-00

10794 Invicta Cir. 510-0032-0213-00

9936 Loralinda Dr. 510-0112-0206-00

3227 Niagara St. 510-0102-0092-00

2449 Roosevelt Ave. 510-0031-0496-00

2520 Springdale Rd. 510-0043-0038-00

2795 Springdale Rd. 510-0042-0110-00

3475 Springdale Rd. 510-0112-0027-00

11448 Swissvale Ct. 510-0024-0266-00

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

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

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

Resolution passed.

e. Resolution Declaring a Junk Motor Vehicle - 2733 Roosevelt Ave.

Chief Cordie recommended ADOPTION of Resolution #124-22.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 2733 Roosevelt Ave, Cincinnati, OH 45231 White, Ford, F150, 1999, JHG9334 OH.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

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



Resolution passed.

f. Resolution Declaring a Junk Motor Vehicle - 6666 Schweitzerhoff Rd.

Chief Cordie recommended ADOPTION of Resolution #125-22.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 6666 Schweitzerhoff Rd.

Cincinnati, OH 45247 Blue, Subaru, Outback, 2003, HPU7070, OH.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

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

Resolution passed.

Public Services

a. Follow Up Discussion - Traffic Calming Device Selection

Staff seeks direction from the Board of Trustees.

Rationale: Menominee is a street with a concrete base and an asphalt overlay. Asphalt over concrete can create long term issues for asphalt speed cushion as the concrete joints beneath the surface are more likely to heave than an all asphalt street. These heaves will likely result in cracks and potholes on the asphalt speed cushion that will be difficult to repair by our internal staff. Certain areas of the asphalt may also be pushed higher in this process. Staff is recommending the installation of similar traffic calming devices to the ones installed on Niagara, with one distinct difference, the use of epoxy to properly seal the devices to make them more permanent. This should address the long term issues with joint heaves and provide staff with the ability to more readily make spot repairs in the area of the speed cushions. Staff is proposing to install the speed cushions near the following addresses. These addresses will likely change slightly as we get closer to the final contract for installation. • 10100 and 10097 • 10032 and 10031 • 9983 and 9972.

Discussion:

Mr Wahlert - With the temporary ones. Do they get spiked down into the road?

Mr Weckbach - They do. There are holes into the road to keep it in it's place.

Mr Unger - I'm fine with using the same ones we've been using for years now.

b. Motion to Issue Request for Proposals for Colerain Avenue Bus Station Pull Offs



Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The Township was awarded funding through the SORTA grant in February of 2022. The Township has worked KZF to design this project and the attached RFP with engineered drawings will allow the Township to find a successful company to complete the scope of work. This is for the Northern Bus Pull Offs, as the Southern portion of the project will be completed with the Colerain Avenue Streetscape and Sidewalk Project in 2023.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Wahlert - On the utilities. One of the utilities listed is BP Oil. Is there a pipeline under there?

Mr Weckbach - I believe so, yes.

All voted Yes. Motion approved.

- c. Motion Authorizing Township Administrator to Execute Agreement with M/I Homes for Snow and Ice Removal of Abbeytown Subdivision

Mr Weckbach recommended 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 of snow removal for each snow event. In prior years, the Township would execute similar contracts for subdivisions that were under construction.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

Development

- a. Resolution Adopting Rental Registration and Rental Unit Maintenance Standards

Mr Miller recommended ADOPTION of Resolution #126-22.

Rationale: The Township has evaluated the need for a rental registration program and had discussion on the program at the last few Board of Trustee meetings. Based on the feedback provided, the attached resolution has been drafted for adoption. The resolution would establish a program effective July 1, 2023 and all rental properties are required to pay a \$50 fee, at a minimum, to be registered with the Township.

Motion Mr Wahlert, Seconded Ms Ulrich

Discussion:

Mr Unger - The changes aren't anything substantial?



Mr Miller - In the penalty section we removed one of those.

Ms Ulrich - There was a resident that asked if the registration could be done on line?

Mr Miller - Clearly, the best option is to do as much online as possible.

Mr Wahlert - I think this is a moving target that might need amending.

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

Resolution passed.

Administration

a. First Reading: 2023 Strategic Plan and Budget Book

This is a first reading of the 2023 Strategic Plan and Budget Book. The full book can be found online here:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/hUFzt3KS6N>

Staff seeks feedback from the Board of Trustees on changes to any of the budget lines, strategic initiatives, or other information found in the budget book.

Discussion:

Mr Wahlert - The numbers scare me in this. I am sensitive to the fact that we're spending a lot of money.

Mr Weckbach - Yes, and part of the reason we're spending a lot of money is we're putting a lot into capital improvements. I think we will see long term benefits from these decisions.

b. Motion Authorizing the Township Administrator to Execute a Collective Bargaining Agreement with AFSCME for Public Services Employees

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: Colerain Township Administration has negotiated the attached Collective Bargaining Agreement with the AFSCME Union which represents employees in our Public Services Department.

Motion Mr Unger, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

c. Resolution Modifying Organizational Chart and Roster

Mr Weckbach recommended ADOPTION of Resolution #127-22.

Rationale: Any time there is turnover in a position, the Township will evaluate the roles and responsibilities of the position against the needs of the organization. Based on this review, coupled with the applications received for the Assistant Administrator



position, the best fit for the organization is to restructure to have two Assistant Administrators. The roles and responsibilities for these positions are in the attached job descriptions. This is the first of several agenda items that will allow for the filling of these two roles.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Unger - I would emphasize that this is not adding a person.

Mr Wahlert - We came up with the additional cost for the township is \$5,000.

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

Resolution passed.

- d. Motion Authorizing the Township Administrator to Enter into an Employment Agreement- Jeff McElravy

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The Township conducted a thorough outreach and interview process to fill the role of Assistant Administrator. Candidates interviewed with staff, leadership, and the Board of Trustees. Two candidates emerged as the best choices to fill the position, Tiphonie Mays and Jeff McElravy. A previous item on this agenda amends the organizational chart to allow for two Assistant Administrators. Ms. Mays and Mr. McElravy would serve under identical contracts through December 31, 2024. Both would receive a salary of \$110,011.20.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

- e. Motion Authorizing the Administrator to Enter into an Employment Agreement- Tiphonie Mays

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The Township conducted a thorough outreach and interview process to fill the role of Assistant Administrator. Candidates interviewed with staff, leadership, and the Board of Trustees. Two candidates emerged as the best choices to fill the position, Tiphonie Mays and Jeff McElravy. A previous item on this agenda was to amend the organizational chart to allow for two Assistant Administrators. Ms. Mays and Mr. McElravy would serve under identical contracts through December 31, 2024. Both would receive a salary of \$110,011.20.

Motion Mr Unger, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.



f. Resolution - OPERS Pick up - Assistant Administrator

Mr Weckbach recommended ADOPTION of Resolution #128-22.

Rationale: Per the employment agreements with Tiphane Mays and Jeff McElravy, and consistent with the employment agreement for the prior Assistant Administrator, Colerain is required to adopt this resolution to allow for the pickup of 50% of the employees' OPERS contribution.

Motion Mr Unger, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

Motion to Authorize the Administrator to Enter into a Services Agreement with

g. Zix

Mr McElravy recommended ADOPTION of the Motion.

Rationale: Authorizing the Administrator to Enter into this Service Agreement will allow the Township to continue to use Microsoft Office 365 through October 2023.

Motion Mr Unger, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

11. Old Business

12. Consent Items

a. Donation - Department of Fire and EMS - \$200.00 - Anonymous resident
Colerain Township Department of Fire and EMS is grateful for a \$200.00 donation from an anonymous resident in appreciation for fire and ems services (Kroger gift card).

b. Donation Acceptance - Administration - From Meijer - \$100
Colerain Township Administration is grateful for a \$100 donation from Meijer to support the annual employee appreciation luncheon.

c. New Hire - Part-time Firefighter/Paramedic - Department of Fire and EMS -
Jachyn "Jake" Laney - \$16.41 per hour

The position of Part-Time Firefighter/Paramedic was posted, applications were

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received and interviews conducted. A conditional offer of employment was extended to the following individual: Jachyn "Jake" Laney. The wage for this job is \$16.41 per hour and the applicant will work less than 30 hours per week. Contingent upon Board approval, he would be eligible to begin work on November 27, 2022.

Motion to approved all consent items Mr Unger, Seconded Ms Ulrich

No discussion.

All voted Yes. All consent items approved.

13. Fiscal Office Report

When I started here three years ago I never thought we would get to a point where I could give this update, but as of today, we have zero public records requests to fill. We have received year to date, 297 requests. It is a testament to Glenna Carter and Jeff Weckbach and everyone on the team that we got to this point. To give a brief update on where we are budget wise with 2022. There are several funds that are projected over 100% in revenue and a lot of the other funds are performing year to date under budget for expenses. This is a very good thing. We're in great shape.

14. Executive Session – if needed

Not needed.

15. Adjournment

Motion to adjourn Mr Unger, Seconded Ms Ulrich

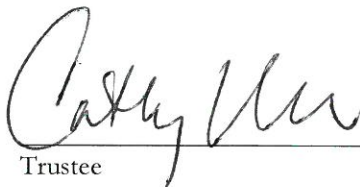
All voted Yes. Meeting adjourned at 10:20pm.



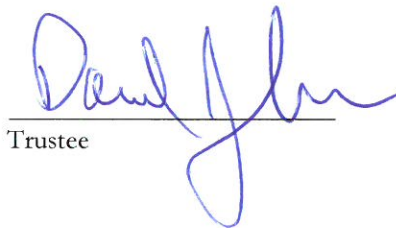
Fiscal Officer



Trustee



Trustee



Trustee