

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Organizational Meeting - January 3, 2023

1. **Opening of Meeting**
2. **Executive Session 6PM**
3. **Election of President 7PM**
4. **Election of Vice-President**
5. **Pledge of Allegiance**
6. **Organizational Items**
 - a. Resolution Authorizing the Advance of Funds - CDBG
 - b. Resolution Authorizing the Transfer of Funds
 - c. Motion to Authorize the Purchase of Capital Equipment and Vehicles according to the Attached Schedule A
 - d. Motion to Authorize the Purchase of Capital Equipment - Drone - \$20,000
 - e. Motion to Approve 2023 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings
 - f. Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates
 - g. Motion to appoint David Miller as Representative and Tiphonie Mays as Alternate to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Intermodal Coordinating Committee (ICC)
 - h. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$2,500
 - i. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$10,000
 - j. Motion Requiring Township Administrator to Place all Purchase Orders of \$0 to \$10,000 on the Consent Agenda
 - k. Resolution Authorizing the Expenditure of Public Monies for "Coffee, Meals, Refreshments, or Other Amenities"
 - l. Motion to Approve the 2023 Payroll Calendar
7. **Adjournment**

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping
Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes
Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets
Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Resolution Authorizing the Advance of Funds - CDBG

Recommend ADOPTION of the Resolution.

Rationale:

In the 2023 Strategic Plan and Budget, the Board of Trustees appropriated Community Development Block Grant (CDBG) funds for the following projects:

- \$55,000 - Sidewalk Maintenance Projects
- \$55,000 - Facade Improvement Program
- \$10,000 - Emergency Home Repairs
- \$30,000 - Acquisition and Demolition of Blighted Properties

Hamilton County awards CDBG funding to the township, and it recently changed the method by which it administers CDBG. In the past, the Township would submit invoices to the County, who would then pay them. Now, the Township must incur the expense and be reimbursed. This resolution authorizes staff to advance \$150,000 from the General Fund to Fund 2908- CDBG. Once the Township is reimbursed, staff will receipt the funds to Fund 2908 and then repay the advance to the General Fund.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **6:00** p.m., on the _____ day of January, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-23

**RESOLUTION AUTHORIZING THE ADVANCEMENT OF TOWNSHIP MONIES
FROM THE GENERAL FUND TO THE TOWNSHIP'S COMMUNITY
DEVELOPMENT BLOCK GRANT FUND (FUND #2908)
AND RETURNED UPON REIMBURSEMENT**

WHEREAS, pursuant to Ohio Revised Code § 5705.14(E), the Colerain Township Board of Trustees can approve the transfer of monies from the Township General Fund to any other fund including, but not limited to, the Township's Community Development Block Grant ("CDBG") Fund; and,

WHEREAS, the County has recently changed the way it administers its CDBG Program and now is only going to reimburse the Township for documented expenses as opposed to directly paying invoices received from the Township as the CDBG Program had done in the past; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize the advance of one hundred fifty thousand (\$150,000.00) dollars from the Township General Fund to the Township's CDBG Fund otherwise known as Township Fund #2908 for the purpose of expenditure that will ultimately be reimbursed by the County CDBG program; and,

WHEREAS, after such advanced monies of one hundred fifty thousand (\$150,000.00) dollars are reimbursed by the County CDBG program back to the Township's CDBG Fund #2908, that such reimbursed monies of one hundred fifty thousand (\$150,000.00) dollars are then to be transferred from the Township's CDBG Fund #2908 back to the Colerain Township General Fund; and,

WHEREAS, the action described above is in the best interest of the Township and will improve the health, safety, and general welfare of its residents.

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

1. The Board of Township Trustees hereby approves the Township Fiscal Officer or Township Administrator to advance one hundred fifty thousand (\$150,000.00) dollars from the Township General Fund to the Township's CDBG Fund otherwise known as Township Fund #2908 for the purpose of expenditure sidewalk maintenance projects, a façade improvement program, emergency home repairs, and the acquisition and demolition of blighted properties within Colerain Township.
2. It is expected that the above-referenced expenditures will ultimately be reimbursed by the County CDBG program. That upon such reimbursement from the County CDBG program of the one hundred fifty thousand (\$150,000.00) dollars to the Township's CDBG Fund #2908, the Board of Township Trustees hereby approves the Township Fiscal Officer or Township Administrator to then transfer such reimbursed monies of one hundred fifty thousand (\$150,000.00) dollars from the Township's CDBG Fund #2908 back to the Township General Fund.
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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
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. 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: Mrs. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of January, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. 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 January, 2023.

Jeff Baker
Colerain Township Fiscal Officer

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services
Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes
Strategic Goal #4: Continuously Improve the Operations of the Township

Resolution Authorizing the Transfer of Funds

Recommend ADOPTION of the Resolution.

Rationale:

The 2022 Strategic Plan and Budget calls for the following transfers out of the General Fund:

- \$497,824 to the Park Fund (2911)
- \$128,780 to the Community Center Fund (2912)

The 2023 Strategic Plan and Budget also calls for the following transfers out of the Fire Fund to cover the bond payments for 2023:

- \$800,000 to the Special Assessment Fire Bonds Fund (3301)

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____p.m., on the ____ day of January, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-23

**RESOLUTION AUTHORIZING THE TRANSFER OF TOWNSHIP MONEYS TO
OTHER TOWNSHIP FUNDS**

WHEREAS, pursuant to Ohio Revised Code 5705.14(E), the Board of Township Trustees can approve the transfer of money from the Township General Fund to any other fund; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$497,824 from the General Fund (1000) to the Township's Park Fund (2911); and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$128,780 from the General Fund (1000) to the Township's Community Center Fund (2912); and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$800,000 from the Fire District Fund (2111) to the Township's Special Assessment Fire Bonds Fund (3301).

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

1. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$497,824 from the General Fund (1000) to the Township's Park Fund (2911).
2. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$128,780 from the General Fund (1000) to the Township's Community Center Fund (2912).
3. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$800,000 from the Fire District Fund (2111) to the Township's Special Assessment Fire Bonds Fund (3301).

4. 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.
5. 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.
6. 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: Mrs. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of January, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan 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
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 January, 2023.

Jeff Baker
Colerain Township Fiscal Officer

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets

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

Rationale:

Annually, the Township adopts appropriations, which include a number of capital items. In conjunction with these appropriations and the Township Strategic Plan and Budget Book it is recommended that the attached list of capital items be approved by the Board of Trustees.

Subsequent to this motion, staff will work with vendors to secure quotes and issue purchase orders for these items. Consistent with all large purchase orders, these purchase orders will need to be authorized and approved by two of the three Trustees prior to purchase.

All purchases will not exceed the amount listed in the attachment. If quotes are obtained and the total purchase price would exceed the amount listed, then the new amount would come forward as a future agenda item prior to purchase.

2023 Capital Purchases

Line Item	Cost	Description
1000-110-599-0401	1,625,000	Colerain Avenue Streetscape Improvement
1000-760-720-0216	50,000	Air handling system control replacements; Front desk/lobby area repurpose
2021-760-750-0000	185,000	Loader
2021-760-750-0000	30,000	Hot Box
2031-330-360-0000	427,869	Colerain Avenue Bus Stops
2081-760-750-0000	50,000	Purchase of Unmarked Cars
2081-760-750-0000	305,000	Purchase of Police Cruisers
2111-760-740-1017	700,000	Fire Engine Replacement
2261-210-599-0505	120,000	Tasers
2281-760-750-0000	135,000	Ambulance Remount
2911-760-730-0305	400,000	Fort Colerain
2911-760-730-0305	36,000	Colerain Park Baseball Field - Painting and repair
2911-760-730-0305	10,000	Dog Park
2911-760-730-0305	10,000	Blanchetta Park
2911-760-740-0902	11,000	Mower replacements
2912-760-730-0217	40,000	LED Sign

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Authorize the Purchase of Capital Equipment - Drone - \$20,000

Recommend ADOPTION of the Motion.

Rationale:

As discussed with the prior agenda item, the Board of Trustees will approve all capital purchases via motion, prior to the issuance of a purchase order and final purchase of the item. The purchase of a drone is a new technology not previously employed by the Township. Therefore, staff thought it prudent to have a separate conversation surrounding the purchase of this equipment.

An initiative in the police department for 2022 was to explore the ability to purchase a drone and add it to our arsenal of available tools for use throughout the year. Former Police Lieutenant Chris Phillips authored the attached memo that details what a program would look like and when we would use the services of a drone. To highlight applicable areas where a drone would aid the Police Department:

- Missing persons
- Special event management and operations – think an eye in the sky during 4th of July over the crowd
- Arrests/Warrants – if there is a situation with a known, armed suspect, we can use a drone to get an aerial of the property to communicate with officers on the ground for situational updates

As an aside, there are other areas of utility for the fire department that could benefit from a drone program with the township. The facility division of the Public Services Department could also benefit from the drones ability to inspect envelopes and roof tops.

Colerain Police Department

2022 Drone Program Initiative



Unmanned Aircraft System Program

Summary and Recommendations

Lieutenant Chris Phillips

November 8, 2022

Law enforcement operations have been greatly enhanced by technology for quite some time. Ever-changing and constantly improving technology has enabled police to perform their missions more efficiently and expeditiously, often at significant cost reductions to the communities they serve, while enhancing officer and citizen safety and reducing liability. To provide the best service possible to their communities, it is imperative that police departments and their municipalities' leaders recognize and embrace the latest technologies and tools that are appropriate for their agencies and that enable them to provide best-in-class service.

Just as mobile computers, improved communications abilities, specialty vehicles, and state of the art less-lethal tools have long proven invaluable, Unmanned Aircraft Systems (UAS), more commonly known as drones, have proven to be game-changers for law enforcement. Drones allow officers to safely “see” and “go” places they otherwise would not be able to physically – or safely – access. The view of a scene from above as provided by a drone gives incident commanders a unique perspective, allowing them to make more informed critical decisions, thereby enhancing citizen and officer safety. The use of a drone can have significant impacts on operations and includes areas such as operational and special event planning and execution, search warrant service, high-risk and fugitive encounters, investigation and reconstruction of crash and crime scenes, among others. Drones are also an excellent asset when searching for items or people, such as evidence thrown or discarded by a suspect, or locating a missing person. Drone pilots can direct personnel to these items or people while maintaining situational awareness of the surroundings and relaying information concerning potential threats or safety concerns, thereby facilitating a safer and more successful incident resolution for all

involved. These factors are among the considerations that serve as the foundation for the 2022 Colerain Police Department Drone Program Initiative.

Prior to the proposal of this initiative and continuing through the preparation of this report, several cases related to all aspects of the Colerain Police Department operations – patrol, schools, and investigations – were reviewed. These reviews provided valuable insight into: 1) the benefit of actual drone deployments by other public safety agencies within Colerain Township, 2) missed opportunities to benefit from the aerial perspective provided by a drone flight, 3) locations and situations that continually present significantly higher levels of concern for public safety such as increased transportation hazards and high-threat targets within the township, and 4) inspection of township, county, and state infrastructure facilities.

First considered were several responses from other agencies into Colerain Township, including a significant mission flown to enhance community safety as a part of an approved operations plan related to a planned public demonstration, as well as flights to assist with investigation and reconstruction of several criminal and crash scenes, and a drone mission flown as part of an active response to a person armed with a rifle, which was brought to a safe resolution with the assistance of the drone. Also considered were numerous incidents when a drone, though not necessarily under circumstances dictating a mutual aid response from an outside agency, but instances in which we would have flown our own drone. These included missing persons, and the information garnered would have not only been beneficial to the case, but also would have potentially resulted in a more rapid and desirable outcome, thereby avoiding extensive additional investigative time and cost. One of these missing person cases became a high-profile media case in which the investigation involved multiple law enforcement agencies across three counties. With UAS capabilities enhancing our resources, this case likely would

have had a much more rapid resolution, enhanced our efficiency, effectiveness, and professionalism, negated the need to involve multiple agencies, and likely avoided media attention altogether. Another factor considered is that several major transportation routes that traverse Colerain Township and daily pose the potential for a major transportation accident or incident involving hazardous materials. A drone would provide first responders from both the police and fire departments the ability to assess such an accident or incident remotely with real-time observations and information, allowing them to successfully manage the incident more safely. Another aspect of operations that cannot be overlooked with respect to public safety is the number of schools within our area of responsibility and the potential for a catastrophic event such as an active shooter. The Northwest Local School District alone is comprised of eleven buildings with over 10,000 students and staff; this does not include the parochial grade schools and numerous daycare centers within the township. All these facilities are potential targets for attacks and threats. In fact, the police department has already responded to various threats at some of the schools and has already experienced a deadly shooting that involved students and former students in a neighborhood adjacent to one of the high schools, during which a drone would have been beneficial. Even as this report was being prepared, the police department was dispatched for a call (which was eventually determined to be a false report) of an active shooter at one of our district's middle schools and involved response from law enforcement agencies across the county. An incident commander working to mitigate this shooting call commented that it would have been helpful to have a drone overhead providing video feeds for intelligence and overwatch. Air support and the live video view from a drone would certainly provide another perspective and would be invaluable to those managing any of these incidents. Finally, the ability to deploy a drone to provide inspection, monitoring, or mapping services for township, county,

or state facilities and related infrastructure as well as assisting other township departments such as the Fire Department, Public Services, and Parks would be a great benefit to each and enhance the safety and efficiency of those requesting and utilizing the various services which a UAS can provide.

Based on all the above factors and when considered in tandem with our call volume and the nature and frequency of those calls, it is perfectly logical, and it is my recommendation and request that the Colerain Police Department invest time and resources to implement a drone program. This has already been identified as a 2022 police department initiative and is accounted for in the 2022 police department budget. This program will enable us to have our own aircraft at the ready to provide rapid operational efficiency and superiority in our own operations without the need to impose upon a mutual aid agency or lose valuable time waiting for their response, or perhaps none if unavailable. While the benefits of a UAS program have already been discussed, it is also recognized that a well-established program involves more than just purchasing the equipment. There are administrative issues which must be addressed during the implementation of such a program to include identifying operational needs and defining the types of missions to comply with existing laws, FAA regulations, and constitutionally protected rights. Aircraft and accessories that best accomplish the identified mission objectives must then be purchased. Aircraft maintenance and preflight inspections, who approves flight requests prior to flying to ensure that missions are within policy and in the best interest of the organization, pilot selection and training, pilot recertification, and ongoing program costs must also be considered.

Authorized flight missions for any UAS as part of this program may include searching for missing and endangered persons, search and rescue operations, aerial video/photography for crime and crash scene investigation and reconstruction, disaster response, bomb and hazardous

materials response, investigating armed/dangerous suspects, fugitive apprehension, search warrants, personnel training, ensuring public safety at public demonstrations/mass gatherings, any tactical incident where a commander determines the drone can improve situational awareness/tactical superiority/officer or citizen safety, and any incident where a commander decides drone operations can potentially contribute to a successful outcome and enhance operations or public safety, as well as demonstration flights for public relations and education. Routine or random flights and flights not meeting the mission objectives defined within policy would not be authorized.

Authorization to fly will require obtaining approval through established supervisory channels to ensure compliance with policy, and whenever possible, requests will need to be made as far in advance as possible. Contingencies will also be made to account for after-hours requests and requests from other jurisdictions. All department personnel selected as UAS pilots will be required to obtain FAA Part 107 Remote Pilot Certificates after completing an extensive training and preparation course. Additionally, ongoing pilot training will be conducted in both flight operations and policy, and pilots will be required to obtain pilot recertification at prescribed intervals as established by FAA regulations.

Extensive research was conducted to determine which aircraft and accessories would best meet the proposed mission types and the field was narrowed to a few possibilities. After identifying what appeared to be the single most suitable aircraft platform, a drone pilot with extensive experience from Blue Ash Police Department, Detective Dane Baumgartner, was consulted and recommended the exact same aircraft, not knowing that this was the pending recommendation arising from the research performed for this report. The aircraft identified and recommended is the DJI Matrice 30T quadcopter. Detective Baumgartner, who has extensive

experience flying both department and personal drones for years, endorsed this UAS, stating that it is the best and easiest drone he has ever flown and is an excellent multi-purpose platform. The purchase of this recommended UAS along with all necessary peripherals and pilot training can be accomplished within the funds budgeted for the 2022 Drone Initiative. A second UAS with considerable cost and alternative capabilities was being considered as a recommendation for potential future expansion of the program, but Detective Baumgartner recommended another option which would provide similar alternative capabilities, and which would be less costly. This second drone was then researched and is also recommended for future purchase as a potential expansion of the drone program to expand mission capabilities; the DJI Mini 3 Pro quadcopter. It will also be necessary to plan and budget annually for ongoing program costs but those are minimal and predictable, and include items such as subscription flight software services, spare and replacement batteries, and pilot recertifications.

The recommendation is to purchase the DJI Matrice 30T aircraft and all required peripherals and pilot training upon the initial implementation of the program. The DJI Matrice 30T would be stored at the police station and could be retrieved and deployed by any pilot as needed. The DJI Mini 3 Pro, if approved for later subsequent purchase, would be a secondary aircraft and would be designated as the drone for indoor applications such as an active shooter or for building searches where the Matrice 30 is not ideal. The Mini 3 Pro aircraft is compact enough that it can also be carried on patrol with a pilot and rapidly be deployed in an urgent situation and maintain air operations until the arrival of the Matrice 30T. The future procurement of a second UAS also ensures that during sustained operations there is a constant airborne presence and there is not a loss of visual contact with a suspect, missing person, or overall incident as one aircraft lands for a battery change. The acquisition of a second aircraft

also allows for deployment at two simultaneous incidents that are not related or close to each other.

The aircraft identified and recommended for purchase are manufactured by a long-established and well recognized company, DJI Enterprises, and provide superior capabilities to those offered by many of their own models or those of competitors. The cost projection for implementation of the Colerain Police Department Unmanned Aerial System Program with the initial costs associated with the DJI Matrice 30T aircraft as well as suggested future expansion costs associated with purchase of a DJI Mini Pro 3 is attached as Appendix A. These costs are based on internet pricing, which is fairly consistent among all vendors, but could vary slightly once final quotes are obtained. A comparison of features for the recommended DJI models as well as several other aircraft, both DJI and other manufacturers' aircraft that were reviewed is attached as Appendix B. Specification sheets for the recommended DJI UAS models are attached as Appendix C, as well as links to the specification sheets for UAS models from DJI and other manufacturers that were considered and compared, but not recommended for purchase or inclusion at this time into the Colerain Police Department Drone Program.

The implementation of a drone program for the Colerain Police Department unquestionably involves a financial and professional commitment to establish properly but, in the end, the overall cost savings, increased capabilities which improve operational efficiency and professionalism, along with enhanced public safety and officer safety produces a return on investment on which one cannot put a price. These considerations coupled with past missions and potential future deployment opportunities contribute to a favorable recommendation to implement a UAS Program for the Colerain Police Department as proposed in this initiative.

Appendix A

Colerain Police Department 2022 Drone Program Initiative		
Product	Vendor	Cost
DJI Matrice M30T Worry-free Basic Combo	Empire Drone	13999
4 spare TB30 drone batteries for M30T	Empire Drone	1316
Hard Case for M30T and multiple accessories	Empire Drone	499
Launch/Landing pad	Amazon	70
Drone Sense software for flight tracking & streaming	Drone Sense	2900
Prepware UAS training and FAA pilot test materials (x5)	ASA	250
FAA Part 107 remote pilot license (UAS) test fees (x5)	Individual testing center as selected	875
Micro SD card (6)	Amazon	78
	Estimated total program start-up cost	19987

Proposed Future Expansion of Drone Program		
Product	Vendor	Cost
DJI Mini Pro3 w/Fly More Bundle	Amazon	1158
Hard Case for Mini Pro 3 and multiple accessories	Amazon	60
Launch/landing pad	Amazon	70
Prepware UAS training and FAA pilot test materials (x5)	ASA	250
FAA Part 107 remote pilot license (UAS) test fees (x5)	Individual testing center as selected	875
Micro SD card (6)	Amazon	78
	Estimated total future expansion cost	2491

Appendix B

Drone Comparisons	DJI Matrice 30 (M30)	DJI Mini Pro 3	DJI Matrice 300 RTK (M300)	Brinc Lemur S	Skydio X2D	DJI Mavic 3 Enterprise (M3T)	DJI Mavic 2 Enterprise (M2EA)
Weight (pounds)	8.3	.55	13.9	2.4	2.9	2.01	1.99
Size (inches - unfolded)	18x23x8.4	7x9x2	31x26x17	13x15x4	26x22x8	14x11x4	13x9x3
Size (inches - folded)	14x8x7	6x3x2	17x16x17	n/a	12x5x4	9x4x4	18x4x3
Flight Time (minutes)	41	34-47	31-55	31	35	45	31
Night Ops	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Max Speed (mph)	51	36	52	50	25	46	44
Max Range (miles)	9	11	9	6	6	9	6
Object Avoidance	Yes	Yes	Yes	No - by design	Yes + Autonomous	Yes	Yes
Sensing/Positioning	Multiple customzable	front/rear/down	6 direction customzable	n/a	Omni-directional	Omni-directional	Onni-directional
IP Rating	55	None	45	24	None	None	None
Operating Temp Range (F)	-4 to 122	14 to 104	-4 to 122	-20 to 120	14 to 109	14 to 104	14 to 104
Wind Resistance (mph)	33	24	33		23	26	22
Dual Operator Control	Yes	No	Yes	No	No	No	Yes
Controller	DJI RC DJI RC Plus	DJI RC DJI RC Plus	DJI Smart	Brinc	Skydio	DJI RC Pro	DJI RC
Battery Recharge Time	30 min	56 min	40-70	45	60	69	90
IR/Thermal	Yes	Low light capabilities	Yes	Yes	Yes	Yes	Yes
Encryption	Yes	No	Yes	Yes	Yes	No	None
Video	4K30	4K60	1080p triple channel	1080p	4K60	4K30	4K
Communication	Spotlight & Speaker	None	Speaker configurable	Speaker & Microphone	None	Configurable	Configurable

Appendix C

Aircraft Specifications

DJI Matrice 30T – *recommended for 2022*

Aircraft

- **Dimensions**
(unfolded, excl. propellers)
 - 470×585×215 mm (L×W×H)
- **Dimensions (folded)**
 - 365×215×195 mm (L×W×H)
- **Diagonal Wheelbase**
 - 668 mm
- **Weight (incl. two batteries)**
 - 3770 ± 10 g
- **Max Takeoff Weight**
 - 3998 g
- **Operation Frequency^[1]**
 - 2.4000-2.4835 GHz; 5.725-5.850 GHz
- **Transmitter Power (EIRP)**
 - 2.4 GHz: <33 dBm (FCC); <20 dBm (CE/SRRC/MIC)
 - 5.8 GHz: <33 dBm (FCC/SRRC); <14 dBm (CE)
- **Hovering Accuracy**
(windless or breezy)
 - Vertical: ±0.1 m (Vision System enabled); ±0.5 m (N-mode with GPS); ±0.1 m (RTK)
 - Horizontal: ±0.3 m (Vision System enabled); ±1.5 m (N-mode with GPS); ±0.1 m (RTK)
- **RTK Positioning Accuracy**
(fixed RTK enabled)

- 1 cm+1 ppm (horizontal)
 - 1.5 cm+1 ppm (vertical)
- **Max Angular Velocity**
 - Pitch: 150°/sec.; Yaw: 100°/sec.
- **Max Tilt Angle**
 - 35° (N-mode and Forward Vision System enabled: 25°)
- **Max Ascent/Descent Speed**
 - 6 m/s, 5 m/s
- **Max Tilt Descent Speed**
 - 7 m/s
- **Max Horizontal Speed**
 - 23 m/s
- **Max Service Ceiling Above Sea Level (without other payload)**
 - 5,000 m (with 1671 propellers)
 - 7,000 m (with 1676 propellers)
- **Max Wind Resistance**
 - 15 m/s
 - 12 m/s during taking off and landing
- **Max Hover Time** ^[2]
 - 36 min
- **Max Flight Time**^[2]
 - 41 min
- **Motor Model**
 - 3511
- **Propeller Model**
 - 1671
 - 1676 High Altitude (not included)
- **Ingress Protection Rating**^[3]
 - IP55
- **GNSS**
 - GPS+Galileo+BeiDou+GLONASS
 - (GLONASS is supported only when RTK module is enabled)
- **Operating Temperature**
 - -20° to 50° C (-4° to 122° F)

Gimbal

- **Angular Vibration Range**

- $\pm 0.01^\circ$

- **Controllable Range**

- Pan: $\pm 90^\circ$
Tilt: -120° to $+45^\circ$

- **Mechanical Range**

- Pan: $\pm 105^\circ$
Tilt: -135° to $+60^\circ$
Roll: $\pm 45^\circ$

Zoom Camera

- **Sensor**

- 1/2" CMOS, Effective pixels: 48M

- **Lens**

- Focal length: 21-75 mm (equivalent: 113-405 mm)
Aperture: f/2.8-f/4.2
Focus: 5 m to ∞

- **Exposure Compensation**

- ± 3 ev (using 1/3 ev as step length)

- **Electronic Shutter Speed**

- Auto Mode:
Photo: 1/8000-1/2 s
Video: 1/8000-1/30 s
M Mode:
Photo: 1/8000-8 s
Video: 1/8000 -1/30 s

- **ISO Range**

- 100-25600

- **Max. Video Resolution**

- 3840×2160

- **Max Photo Size**

- 8000×6000

Wide Camera

- **Sensor**
 - 1/2" CMOS, Effective pixels: 12M
- **Lens**
 - DFOV: 84°
Focal length: 4.5 mm (equivalent: 24 mm)
Aperture: f/2.8
Focus: 1 m to ∞
- **Exposure Compensation**
 - ± 3 ev (using 1/3 ev as step length)
- **Electronic Shutter Speed**
 - Auto Mode:
Photo: 1/8000-1/2 s
Video: 1/8000-1/30 s
 - M Mode:
Photo: 1/8000-8 s
Video: 1/8000-1/30 s
- **ISO Range**
 - 100-25600
- **Max. Video Resolution**
 - 3840×2160
- **Photo Size**
 - 4000×3000

Thermal Camera

- **Thermal Imager**
 - Uncooled VOx Microbolometer
- **Lens**
 - DFOV: 61°
Focal length: 9.1 mm (equivalent: 40 mm)
Aperture: f/1.0
Focus: 5 m to ∞
- **Infrared Temperature Measurement Accuracy^[4]**
 - $\pm 2^{\circ}\text{C}$ or $\pm 2\%$ (using the larger value)

- **Video Resolution**
 - Infrared Image Super-resolution Mode: 1280×1024
Normal Mode: 640×512
- **Photo Size**
 - Infrared Image Super-resolution Mode: 1280×1024
Normal Mode: 640×512
- **Pixel Pitch**
 - 12 um
- **Temperature Measurement Method**
 - Spot Meter, Area Measurement
- **Temperature Measurement Range**
 - High Gain Mode: -20° to 150° C (-4° to 302° F)
Low Gain Mode: 0° to 500° C (32° to 932° F)
- **Temperature Alert**
 - Supported
- **Palette**
 - White Hot/Black Hot/Tint/Iron Red/Hot
Iron/Arctic/Medical/Fulgurite/Rainbow 1/Rainbow 2

FPV Camera

- **Resolution**
 - 1920×1080
- **DFOV**
 - 161°
- **Frame Rate**
 - 30 fps

Laser Module

- **Wavelength**
 - 905 nm
- **Max Laser Power**
 - 3.5 mW
- **Single Pulse Width**

- 6 ns
- **Measurement Accuracy**
 - $\pm (0.2 \text{ m} + D \times 0.15\%)$
D is the distance to a vertical surface
- **Measuring Range**
 - 3-1,200 m (0.5×12 m vertical surface with 20% reflectivity)

Vision Systems

- **Obstacle Sensing Range**
 - Forward: 0.6-38 m
Upward/Downward/Backward/Sideward: 0.5-33 m
- **FOV**
 - 65° (H), 50° (V)
- **Operating Environment**
 - Surfaces with clear patterns and adequate lighting (> 15 lux)

Infrared Sensing Systems

- **Obstacle Sensing Range**
 - 0.1 to 10 m
- **FOV**
 - 30°
- **Operating Environment**
 - Large, diffuse, and reflective obstacles (reflectivity >10%)

TB30 Intelligent Flight Battery

- **Capacity**
 - 5880 mAh
- **Voltage**
 - 26.1 V
- **Battery Type**
 - Li-ion 6S
- **Energy**

- 131.6 Wh
- **Net Weight**
 - Approx. 685 g
- **Operating Temperature**
 - -20° to 50° C (-4° to 122° F)
- **Storage Temperature**
 - 20° to 30° C (68° to 86° F)
- **Charging Temperature**
 - -20° to 40° C (-4° to 104° F)

(When the temperature is lower than 10° C (50° F), the self-heating function will be automatically enabled. Charging in a low temperature may shorten the lifetime of the battery)
- **Chemical System**
 - LiNiMnCoO₂

Auxiliary Lights

- **Effective Illumination Distance**
 - 5 m
- **Illumination Type**
 - 60 Hz, solid glow

Remote Controller

- **Screen**
 - 7.02 inch LCD touchscreen, with a resolution of 1920×1200 pixels, and high brightness of 1200 cd/m²
- **Internal Battery**
 - Type: Li-ion (6500 mAh @ 7.2 V)
 - Charge Type: Supports battery station or USB-C charger maximum rated power 65W (max voltage of 20V)
 - Charge Time: 2 hours
 - Chemical System: LiNiCoAlO₂
- **External Battery(WB37 Intelligent Battery)**

- Capacity: 4920 mAh
Voltage: 7.6 V
Battery Type: Li-ion
Energy: 37.39 Wh
Chemical System: LiCoO₂
- **Operating Time**^[5]
 - Internal Battery: Approx. 3 hours 18 min
Internal Battery + External Battery: Approx. 6 hours
- **Ingress Protection Rating**^[3]
 - IP54
- **GNSS**
 - GPS+Galileo+BeiDou
- **Operating Temperature**
 - -20° to 50° C (-4° to 122° F)

O3 Enterprise

- **Operating Frequency**^[1]
 - 2.4000-2.4835 GHz, 5.725-5.850 GHz
- **Max Transmission Distance (unobstructed, free of interference)**
 - 15 km (FCC); 8 km (CE/SRRC/MIC)
- **Max Transmission Distance (with interference)**
 - Strong Interference (urban landscape, limited line of sight, many competing signals): 1.5-3 km (FCC/CE/SRRC/MIC)
Medium Interference (suburban landscape, open line of sight, some competing signals): 3-9 km (FCC); 3-6 km (CE/SRRC/MIC)
Weak Interference (open landscape abundant line of sight, few competing signals): 9-15 km (FCC); 6-8 km (CE/SRRC/MIC)
- **Transmitter Power (EIRP)**
 - 2.4 GHz: <33 dBm (FCC); <20 dBm (CE/SRRC/MIC)
5.8 GHz: <33 dBm (FCC); <14 dBm (CE); <23 dBm (SRRC)

Wi-Fi

- **Protocol**

- Wi-Fi 6
- **Operating Frequency^[1]**
 - 2.4000-2.4835 GHz; 5.150-5.250 GHz; 5.725-5.850 GHz
- **Transmitter Power (EIRP)**
 - 2.4 GHz: <26 dBm (FCC); <20 dBm (CE/ SRRC/MIC)
 - 5.1 GHz: <26 dBm (FCC); <23 dBm (CE/ SRRC/MIC)
 - 5.8 GHz: <26 dBm (FCC/SRRC); <14 dBm(CE)

Bluetooth

- **Protocol**
 - Bluetooth 5.1
- **Operating Frequency**
 - 2.4000-2.4835 GHz
- **Transmitter Power (EIRP)**
 - <10 dBm

BS30 Intelligent Battery Station

- **Dimensions**
 - 353×267×148 mm
- **Net Weight**
 - 3.95 kg
- **Compatible Battery Type**
 - TB30 Intelligent Flight Battery
 - WB37 Intelligent Battery
- **Input**
 - 100-240 VAC, 50/60 Hz
- **Output**
 - TB30 Battery Port: 26.1 V, 8.9 A (supported up to two outputs simultaneously)
 - WB37 Intelligent Battery: 8.7 V, 6 A
- **Output Power**
 - 525 W
- **USB-C port**
 - Max. output power of 65 W

- **USB-A port**
 - Max. output power of 10 W (5 V, 2 A)
- **Power Consumption (when not charging battery)**
 - < 8 W
- **Output Power (when warming up battery)**
 - Approx. 30 W
- **Operating Temperature**
 - -20° to 40° C (-4° to 104° F)
- **Ingress Protection Rating^[3]**
 - IP55 (with the cover closed properly)
- **Charging Time^[6]**
 - Approx. 30 min (charging two TB30 batteries from 20% to 90%)
 - Approx. 50 min (charging two TB30 batteries from 0% to 100%)
- **Protection Features**
 - Anti-Backflow Protection
 - Short Circuit Protection
 - Over Voltage Protection
 - Over Current Protection
 - Temperature Protection

DJI Mini Pro 3 – *recommended for expansion*

Aircraft

- **Takeoff Weight**

- <249 g ^[1]

- **Dimensions (L×W×H)**

- Folded: 145×90×62 mm
Unfolded: 171×245×62 mm
Unfolded (with propellers): 251×362×70 mm

- **Diagonal Length**

- 247 mm

- **Max Ascent Speed**

- 5 m/s (S Mode)
3 m/s (N Mode)
2 m/s (C Mode)

- **Max Descent Speed**

- 5 m/s (S Mode)
3 m/s (N Mode)
1.5 m/s (C Mode)

- **Max Speed**

(at sea level, no wind) ^[2]

- 16 m/s (S Mode)
10 m/s (N Mode)
6 m/s (C Mode)

- **Max Service Ceiling Above Sea Level**

- With Intelligent Flight Battery: 4000 m
With Intelligent Flight Battery Plus ^[7]: 3000 m ^[3]

- **Max Flight Time**

- 34 mins (with Intelligent Flight Battery and measured while flying at 21.6 kph in windless conditions)
47 mins (with Intelligent Flight Battery Plus ^[7] and measured while flying at 21.6 kph in windless conditions). Only available in select countries.

- **Max Hovering Time**

- 30 mins (with Intelligent Flight Battery, no wind)
40 mins (with Intelligent Flight Battery Plus ^[7], no wind)
- **Max Flight Distance**
 - 18 km (with Intelligent Flight Battery and measured while flying at 43.2 kph in windless conditions)
25 km (with Intelligent Flight Battery Plus ^[7] and measured while flying at 43.2 kph in windless conditions)
- **Max Wind Speed Resistance**
 - 10.7 m/s (Level 5)
- **Max Tilt Angle**
 - Forward: 40°, Backward: 35° (S Mode)
25° (N Mode)
25° (C Mode)
- **Max Angular Velocity (by default)***
 - 130°/s (S Mode)
* Can be adjusted between 20°/s and 250°/s in the app

75°/s (N Mode)
* Can be adjusted between 20°/s and 120°/s in the app

30°/s (C Mode)
* Can be adjusted between 20°/s and 60°/s in the app
- **Operating Temperature**
 - -10° to 40° C (14° to 104° F)
- **Global Navigation Satellite System (GNSS)**
 - GPS + Galileo + BeiDou
- **Operation Frequency**
 - 2.400-2.4835 GHz
5.725-5.850 GHz ^[4]
- **Transmitter Power (EIRP)**
 - 2.4 GHz: <26 dBm (FCC), <20 dBm (CE/SRRC/MIC)
5.8 GHz: <26 dBm (FCC/SRRC), <14 dBm (CE)
- **Hovering Accuracy Range**
 - Vertical:
±0.1 m (with vision positioning)
±0.5 m (with GNSS positioning)

Horizontal:

±0.3 m (with vision positioning)

±0.5 m (with high-precision positioning system)

Sensing System

- **Forward**

- Precision Measurement Range: 0.39-25 m
Effective Sensing Speed: Flight speed <10.5 m/s
FOV: Horizontal 106°, Vertical 90°

- **Backward**

- Precision Measurement Range: 0.36-23.4 m
Effective Sensing Speed: Flight speed <8 m/s
FOV: Horizontal 58°, Vertical 73°

- **Downward**

- Precision Measurement Range: 0.15-9 m
Precise Hovering Range: 0.5-12 m
Vision Sensor Hovering Range: 0.5-30 m
Effective Sensing Speed: Flight speed <3 m/s
FOV: Forward/Backward 104.8°, Left/Right 87.6°

- **Auxiliary Bottom Light**

- N/A

- **Operating Environment**

- Diffuse reflective surface with a clear pattern and reflectivity >20% (such as cement pavement)
Adequate lighting (lux >15, e.g. , normal exposure environment with indoor fluorescent lamp)

Gimbal

- **Mechanical Range**

- Tilt: -135° to 80°
Roll: -135° to 45°
Pan: -30° to 30°

- **Controllable Range**
 - Tilt: -90° to 60°
 - Roll: -90° or 0°
- **Stabilization**
 - 3-axis mechanical gimbal (tilt, roll, and pan)
- **Max Control Speed (tilt)**
 - 100°/s
- **Angular Vibration Range**
 - $\pm 0.01^\circ$

Camera

- **Sensor**
 - 1/1.3-inch CMOS
 - Effective Pixels: 48 MP
- **Lens**
 - FOV: 82.1°
 - Format Equivalent: 24 mm
 - Aperture: f/1.7
 - Focus Range: 1 m to ∞
- **ISO Range**
 - Video: 100-6400 (Auto), 100-6400 (Manual)
 - Photo: 100-6400 (Auto), 100-6400 (Manual)
- **Shutter Speed**
 - Electronic Shutter: 2-1/8000 s
- **Max Image Size**
 - 4:3: 8064×6048 (48 MP), 4032×3024 (12 MP)
 - 16:9: 4032×2268 (12 MP)
- **Still Photography Modes**
 - Single Shot
 - Interval:
 - JPEG: 2/3/5/7/10/15/20/30/60 s
 - JPEG + RAW: 2/3/5/7/10/15/20/30/60 s

Auto Exposure Bracketing (AEB): 3/5 bracketed frames at 2/3 EV Bias

Panorama: Sphere, 180°, Wide-angle, and Vertical

- **Photo Format**
 - JPEG/DNG (RAW)
- **Video Resolution**
 - 4K: 3840×2160@24/25/30/48/50/60fps
 - 2.7K: 2720×1530@24/25/30/48/50/60fps
 - FHD: 1920×1080@24/25/30/48/50/60fps
 - Slow Motion: 1920×1080@120fps
- **HDR Mode**
 - Photo: HDR supported in Single Shot mode
 - Video: HDR supported when shooting at 24/25/30fps
- **Video Format**
 - MP4/MOV (H.264/H.265)
- **Max Video Bitrate**
 - 150 Mbps
- **Zoom Range**
 - 4K: 2x
 - 2.7K: 3x
 - FHD: 4x
- **QuickShot Modes**
 - Dronie, Helix, Rocket, Circle, Boomerang, and Asteroid
- **Color Profiles**
 - Normal
 - D-Cinelike
- **Supported File System**
 - FAT32 (≤32 GB)
 - exFAT (>32 GB)

Video Transmission

- **Video Transmission System**
 - DJI O3
- **Live View Quality**

- 1080p/30fps
- **Operation Frequency**
 - 2.400-2.4835 GHz
 - 5.725-5.850 GHz ^[4]
- **Transmitter Power (EIRP)**
 - 2.4 GHz: <26 dBm (FCC), <20 dBm (CE/SRRC/MIC)
 - 5.8 GHz: <26 dBm (FCC/SRRC), <14 dBm (CE)
- **Communication Bandwidth**
 - 1.4MHz/3MHz/10MHz/20MHz/40MHz
- **Latency (depending on environmental conditions and mobile device)**
 - Aircraft + Remote Controller: Approx. 120 ms
- **Max Video Bitrate**
 - Aircraft + Remote Controller: 18 Mbps
- **Max Download Bitrate** ^[5]
 - DJI O3:
 - RC-N1 Remote Controller and DJI RC: 5.5 MB/s
 - Wi-Fi 5: Max 25 MB/s
- **Signal Transmission Ranges (FCC)** ^[6]
 - Strong Interference (urban landscape): Approx. 1.5-3 km
 - Medium Interference (suburban landscape): Approx. 3-7 km
 - Low Interference (suburb/seaside): Approx. 7-12 km
- **Antennas**
 - 4 antennas, 1T2R
- **Audio Transmission**
 - N/A

Wi-Fi

- **Protocol**
 - 802.11 a/b/g/n/ac
- **Transmitter Power (EIRP)**
 - 2.400-2.4835 GHz: <19 dBm (FCC/CE/SRRC/MIC)
 - 5.725-5.850 GHz: <20 dBm (FCC/SRRC), <14 dBm (CE)

Bluetooth

- **Protocol**
 - Bluetooth 5.2
- **Transmitter Power (EIRP)**
 - 2.400-2.4835 GHz: < 8 dBm

Intelligent Flight Battery

- **Capacity**
 - 2453 mAh
- **Weight**
 - Approx. 80.5 g
- **Voltage**
 - 7.38 V
- **Charging Voltage Limit**
 - 8.5 V
- **Battery Type**
 - Li-ion
- **Energy**
 - 18.1 Wh
- **Charging Time**
 - 64 mins (with the DJI 30W USB-C Charger and the battery mounted to the aircraft)
 - 56 mins (with the DJI 30W USB-C Charger and the battery inserted into the DJI Mini 3 Pro Two-Way Charging Hub)
- **Charging Temperature Range**
 - 5° to 40° C (41° to 104° F)
- **Recommended Charger**
 - DJI 30W USB-C Charger or other USB Power Delivery chargers (30 W)*
* When you charge the battery mounted to the aircraft or inserted into the DJI Mini 3 Pro Two-Way Charging Hub, the maximum charging power supported is 30 W.

Intelligent Flight Battery Plus ^[7]

- **Capacity**
 - 3850 mAh
- **Weight**
 - Approx. 121 g
- **Voltage**
 - 7.38 V
- **Charging Voltage Limit**
 - 8.5 V
- **Battery Type**
 - Li-ion
- **Energy**
 - 28.4 Wh
- **Charging Time**
 - 101 mins (with the DJI 30W USB-C Charger and the battery mounted to the aircraft)
 - 78 mins (with the DJI 30W USB-C Charger and the battery inserted into the DJI Mini 3 Pro Two-Way Charging Hub)
- **Charging Temperature Range**
 - 5° to 40° C (41° to 104° F)
- **Recommended Charger**
 - DJI 30W USB-C Charger or other USB Power Delivery chargers (30 W)*

* When you charge the battery mounted to the aircraft or inserted into the DJI Mini 3 Pro Two-Way Charging Hub, the maximum charging power supported is 30 W.

Links to specs for other models reviewed but not recommended for purchase at this time:

DJI Matrice 300: <https://www.dji.com/matrice-300/specs>

DJI Mavic 3: <https://www.dji.com/mavic-3/specs>

DJI Mavic 2: <https://www.dji.com/mavic-2-enterprise/specs>

Brinc Lemur S: <https://brincdrones.com/lemur-s-drone/>

Skydio X2: https://pages.skydio.com/rs/784-TUF-591/images/skydio-x2e-datasheet.pdf?_ga=2.48937510.1873104137.1667824695-1773494603.1666888027&_gac=1.54133082.1666888028.CjwKCAjw2OiaBhBSEiwAh2ZSP33NnON3OdDSFzTWheB1v7GXUumGk2uJ4tIS5-PFOhzjPD1vRvK90xoCn6MQAvD_BwE

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Approve 2023 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings
Recommend ADOPTION of the Motion.

Rationale:

Special meetings will be held as necessary and will be noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer. Please note the meeting on May 29th has a 9am start time.

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

**2023 Meeting Dates
for the
Colerain Township Board of Trustees**

Executive Session (6:00 p.m. if needed)
Public Session (7:00 p.m.)

1/10/2023
2/14/2023
3/14/2023
4/11/2023
4/25/2023
5/9/2023
5/23/2023
5/29/2023 – At 9AM
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

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

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

Rationale:

Each year the Township Trustees adopt this motion to continue the service of part-time employees.

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets
Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

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

Recommend ADOPTION of the Motion.

Rationale:

The ICC members provide general technical advice for the Executive Committee and Board of Directors for OKI as required, and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors. The ICC also advises and assists the Deputy Executive Director and staff in obtaining data required for continuing transportation planning commensurate with the Unified Planning Work Program, and other agreements for all areas of planning.

Mr. Miller is recommended to serve as the primary representative for the Township and Ms. Mays is recommended to serve as the alternative on this committee. Mr. Miller has served as the primary for the Township since 2022.

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$2,500
Recommend ADOPTION of the Motion.

Rationale:

State law allows Township Trustees to delegate authority to sign purchase orders with a value equal to or less than \$10,000 to the Township Administrator so that business can be conducted efficiently. In 2022, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than \$2,500.00.

Trustee Unger states: "this continues to provide an important check and balance in local government as the elected trustees are ultimately responsible for all purchases."

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$10,000
Recommend ADOPTION of the Motion.

Rationale:

State law allows Township Trustees to delegate authority to sign purchase orders with a value equal to or less than \$10,000 to the Township Administrator so that business can be conducted efficiently. In 2022, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than \$2,500.00. Adopting this motion will align the authority to sign purchase orders with the existing resolution authorizing the Township Administrator to sign contracts that are less than \$10,000 in value. This motion would align the ability to sign contracts and purchase orders that are less than \$10,000. Right now, there is a disconnect and the Township Administrator could execute a contract worth up to \$10,000 and then the purchase order could be subsequently denied. This would lead to a legal gray area that could negatively affect the Township.

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Trustee Unger

Strategic Plan Goal:

Motion Requiring Township Administrator to Place all Purchase Orders of \$0 to \$10,000 on the Consent Agenda
Staff seeks direction from the Board of Trustees on this issue.

Rationale:

Trustee Unger has requested this motion be placed on the agenda. His rationale is: "adopting this motion will align trustee oversight of purchase orders with the existing resolution authorizing the township administrator to sign contracts that are less than \$10,000 in value. The administrator request to raise the purchase order threshold from \$2,500 to \$10,000 will necessitate this action in order to protect the township with this important check and balance. The lack of trustee check and balance in this critical spending category area could negatively affect the township."

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

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

Rationale:

The Auditor of State provides guidance on the use of public monies for meals, coffee, and other refreshments as part of community events. This Resolution authorizes the expenditure of Township monies for that purpose for the events listed in the Resolution.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **6:00** p.m., on the _____ day of January, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-23

**RESOLUTION AUTHORIZING THE EXPENDITURE OF TOWNSHIP MONIES
FOR “COFFEE, MEALS, REFRESHMENTS, OR OTHER AMENITIES”**

WHEREAS, Auditor of State Bulletin 2003-005 provides guidance on the expenditure of public funds and clarifies the definition of “public purpose;” and

WHEREAS, from time to time the Township intends to provide coffee, meals, refreshments, or other amenities at community events; and

WHEREAS, the action described above is in the best interest of the Township and will improve the health, safety, and general welfare of its residents.

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

1. The Board of Township Trustees hereby approves the Township Fiscal Officer or Township Administrator to expend monies, as described in the 2023 Strategic Plan and Budget, for coffee, sugar, creamer, sweetener, donuts, meals, refreshments, or other amenities, at the following events: a meal celebrating veterans, meetings of the Board of Trustees, Zoning Commission, and Board of Zoning Appeals; regular training in the training classroom, the township academy, citizens police academy, citizens fire academy, the employee appreciation luncheon, the Independence Day fireworks, Recycle Day, Career Day, PWC Give Back Day, employee wellness events, an annual employee picnic, public safety day, coffee with the chiefs, and activation of the Township Emergency Operations Center.
2. The expenditure of public monies for alcohol is not authorized by this Resolution.
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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

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. 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: Mrs. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of January, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. 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 January, 2023.

Jeff Baker
Colerain Township Fiscal Officer

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff McElravy, Finance Director

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Approve the 2023 Payroll Calendar

Recommend ADOPTION of the Motion.

Rationale:

During the organizational meeting, the Board of Trustees will typically approve the payroll calendar for the upcoming year. The 2023 payroll calendar includes two additional holidays, Juneteenth on June 19th and Patriot Day on September 11th. The latter holiday is only for Fire & EMS employees covered by the Collective Bargaining Agreements and was agreed upon in exchange for Columbus Day as part of their new collective bargaining agreement.

Colerain Township 2023 Pay Schedule

Pay Period	Pay Period Begin Date	Pay Period End Date	Paydate	Holidays
1	12/25/22	01/07/23	01/13/23	Dec 25: Christmas Day / Jan 1: New Year's Day
2	01/08/23	01/21/23	01/27/23	Jan 16: Martin Luther King Jr. Day
3	01/22/23	02/04/23	02/10/23	
4	02/05/23	02/18/23	02/24/23	
5	02/19/23	03/04/23	03/10/23	Feb 20: Presidents' Day
6	03/05/23	03/18/23	03/24/23	
7	03/19/23	04/01/23	04/07/23	
8	04/02/23	04/15/23	04/21/23	
9	04/16/23	04/29/23	05/05/23	
10	04/30/23	05/13/23	05/19/23	
11	05/14/23	05/27/23	06/02/23	
12	05/28/23	06/10/23	06/16/23	May 29: Memorial Day
13	06/11/23	06/24/23	06/30/23	Jun 19 : Juneteenth
14	06/25/23	07/08/23	07/14/23	Jul 4: Independence Day
15	07/09/23	07/22/23	07/28/23	
16	07/23/23	08/05/23	08/11/23	
17	08/06/23	08/19/23	08/25/23	
18	08/20/23	09/02/23	09/08/23	
19	09/03/23	09/16/23	09/22/23	Sept 4 : Labor Day/ Sept 11 Patriot Day (Fire CBA only)
20	09/17/23	09/30/23	10/06/23	
21	10/01/23	10/14/23	10/20/23	Oct 9: Columbus Day
22	10/15/23	10/28/23	11/03/23	
23	10/29/23	11/11/23	11/17/23	Nov 11: Veterans Day
24	11/12/23	11/25/23	12/01/23	Nov 23: Thanksgiving Day
25	11/26/23	12/09/23	12/15/23	
26	12/10/23	12/23/23	12/29/23	
1	12/24/23	01/06/24	01/12/24	Dec 25: Christmas Day / Jan 1: New Year's Day