



Minutes

January 3, 2023

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)(3) to discuss pending and imminent litigation with the township attorney and also, in accordance with ORC section 121.22 (G)(1), to discuss the employment and compensation of public employees.

Motion Mr Unger, Seconded Ms Ulrich

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

Executive session convened at 6:02pm,

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

All trustees and the fiscal officer were present.

Mr Weckbach had nothing to report from executive session.

3. Election of President 7PM

Mr Wahlert nominated Ms Ulrich for Board of trustees President.

Mr Unger nominated Mr Unger for Board of trustees President.

Mr Wahlert motioned Ms Ulrich for President.

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

Ms Ulrich is elected President of the board of trustees.

4. Election of Vice-President

Mr Wahlert nominated Mr Unger for board of trustees Vice President.

Mr Unger nominated Mr Wahlert for board of trustees Vice President.

Mr Wahlert motioned that Mr Unger be elected Vice President.

No Discussion:

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

Mr Unger is elected Vice President of the board of trustees.

5. Pledge of Allegiance

All recited the Pledge of Allegiance.

6. Organizational Items



a. Resolution Authorizing the Advance of Funds - CDBG

Mr Weckbach recommend ADOPTION of Resolution #1-23.

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.

Motion Mr Wahlert, Seconded Mr Unger

No discussion:

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

Resolution Passed.

b. Resolution Authorizing the Transfer of Funds

Mr Weckbach recommended ADOPTION of Resolution #2-23.

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)

Motion Mr Unger, Seconded Mr Wahlert

No discussion

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

Resolution passed.

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

Mr Weckbach recommended 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

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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.

Motion Mr Unger, Seconded Mr Wahlert

Discussion.

Mr Unger - On the Colerain Ave bus stops, I recall that there was a match to that. Is that included?

Mr Weckbach - Half of that is a match. The actual cost is less.

Ms Ulrich - Just to let the public know, the street scape is \$1.625 Million.

Mr Weckbach - Yes.

Mr Wahlert - I appreciate that these items are on the schedule A. We know some things can change. If we decide we can't pay for this, we can kick it down the road for later?

Mr Weckbach - Yes. Last year, if you recall, we had to ask you to increase the capital purchase for mowers, because the price of mowers went up.

All voted Yes. Motion approved.

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

Mr Weckbach recommended 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.

Motion Mr Unger, Seconded Mr Wahlert

Discussion:

Ms Ulrich - During the police open house the need for drones was made clear by the department. We do not have a county helicopter available to us, so this would help to aid the township, especially in search and rescue situations.

Mr Wahlert - In theory, I like this. I guess I would first like to see a drone policy in

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place before purchasing them.

Mr Weckbach - That's a fair statement. If you'd like to table this, we could go back and put something together.

Mr Unger - I have Hamilton County's policy. There is a section on privacy. The county's policy spells out the privacy policy on this. If we fly over somebody's property without a warrant, what situation would that put us in legally? Hamilton County purchased 10 drones and I don't know why we couldn't have access to that on a shared services type of thing.

Mr Weckbach - Under public records law, reactions of certain information have to be made. When it comes to a policy, it would be up to the board as to how you would want them used.

Motion to table Mr Wahlert, Seconded Ms Ulrich

Vote - Ms Ulrich - Yes, Mr Unger - No, Mr Wahlert - Yes

Motion tabled.

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

Mr Weckbach recommended 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.

Motion Mr Unger, Seconded Mr Wahlert

No discussion:

All voted Yes. Motion approved.

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

Mr Weckbach recommended ADOPTION of the Motion.

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

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

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

Mr Weckbach recommended 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.

Motion Mr Unger, Seconded Mr Wahlert

No discussion:

All voted Yes. Motion approved.

- h. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$2,500

Mr Weckbach recommended 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."

Motion Mr Unger, Seconded Mr Wahlert

Discussion.

Mr Unger - I looked back at our organizational meeting agendas and this is what we've done in the past.

Mr Wahlert - This is a discussion we have every year. I'm comfortable with where this has been.

Ms Ulrich - With the cost of things rising, I'm thinking we could increase the amount.

Vote - Ms Ulrich - No, Mr Unger - Yes, Mr Wahlert - Yes

Motion approved.

- i. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$10,000

Mr Weckbach recommended 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

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\$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.

Motion Ms Ulrich, Seconded Mr Wahlert

Discussion:

Mr Weckbach - When we have emergencies that pop up, often times the dollar value is higher than the \$2500 that the administrator can sign for. If you think of your own home, replacements or repairs can be expensive.

Mr Unger - At that point the trustees would be notified.

Mr Weckbach - Sure, but I guess what I'm getting at here is the amount of time that would go on before these would be signed and I would just ask that they would get signed as fast as possible so that we could potentially go without heat.

Mr Wahlert - There have been times that I've been notified that we have to come up here ASAP and sign something.

All voted No

Motion failed.

- j. 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."

Motion Mr Unger, Seconded Mr Wahlert

All voted No

Motion failed.

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

Mr Weckbach recommended ADOPTION of Resolution #3-23.

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.

Motion Mr Unger, Seconded Mr Wahlert

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No discussion:

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

Resolution passed.

1. 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.

Motion Mr Unger, Seconded Mr Wahlert

No discussion:

All voted Yes. Motion approved.

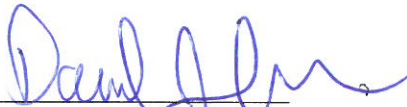
7. **Adjournment**

Motion to Adjourn Mr Wahlert, Seconded Mr Unger

All voted Yes

Meeting adjourned at 7:53pm



Fiscal Officer

Trustee

Trustee

Trustee