

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Regular Meeting of the Board of Trustees - April 25, 2023

1. **Opening of Meeting**
2. **Executive Session 6PM**
3. **Pledge of Allegiance 7PM**
4. **Meditation (Moment of Silence)**
5. **Approval of Minutes**
6. **Presentations**
 - a. Presentation by Chief Walls Introducing and Swearing-In Newly Promoted Employees
 - b. Proclamation Recognizing Larry Shad for His Contributions to Colerain Township
 - c. Presentation by Colerain High School FCCLA
 - d. Presentation of 2022 Financial Data by Assistant Administrator McElravy
7. **Citizens Address**
8. **Administrative Reports**
9. **Trustees' Report**
10. **New Business**
 - Public Safety**
 - a. Motion Authorizing Township Administrator to Execute Memorandum of Understanding with Hamilton County Public Health for Public Health Coordinator Services
 - b. Motion to Increase Capital Purchase - Colerain Township Fire Stations Project by \$3,100,000
 - c. Motion to Authorize the Township Administrator to Execute a Business Associate Agreement with Rainbow Health LLC for \$16,000
 - d. Resolution Declaring Nuisance and Ordering Abatement
 - e. Resolution Declaring a Junk Motor Vehicle - 2813 Banning Rd. - 1 of 1
 - f. Motion to Issue Noise Resolution Permit to Quaker Steak and Lube
 - Public Services**
 - a. Resolution to Approve or Deny Acceptance of Dunlap, Melcarl, and Grovewood Drive as Township Roads
 - b. Motion Directing Township Administrator to Sign the 2024 Storm Water District

Level of Service and Estimated Service Fee Form

- c. Motion Authorizing Township Administrator to Execute a Contract with Welch Sand & Gravel for dredging work in the Great Miami River along Dravo Park

Development

Administration

- a. Resolution Authorizing the Adoption of Amended Appropriations
- b. Resolution Authorizing the Transfer of Township Moneys to Another Township Fund

11. Old Business

12. Consent Items

- a. New Hire - Police Officer - Police Department - Seth Hillman - \$37.50 per hour
- b. New Hire - Police Cadet - Police Department - Dylan Tamondong - \$15.00 per hour
- c. New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Zach Doran - \$16.99 per hour
- d. New Hire - Part-Time Facility Maintenance Worker - Public Services Department - Timothy Keyes - \$17 per hour
- e. New Hire - Seasonal Maintenance Worker - Public Services Department - Cameron Schmale - \$14 per hour
- f. New Hire - Seasonal Maintenance Worker - Public Services - Justin Matevia - \$14 per hour
- g. New Hire - Assistant Director Summer Camp - Public Services Department - Greg Insko - \$15 per hour
- h. New Hire - Summer Camp Counselor - Public Services Department - Elaina Ward - \$11 per hour
- i. New Hire - Summer Camp Counselor - Public Services Department - Brady Bowden - \$11.50 per hour
- j. New Hire - Summer Camp Counselor - Public Services Department - Wesley Lucas - \$11 per hour
- k. New Hire - Summer Camp Counselor - Public Services Department - Morgan Memory - \$11 per hour
- l. New Hire - Summer Camp Counselor - Public Services Department - Olivia Howland - \$11 per hour
- m. New Hire - Summer Camp Counselor - Public Services Department - My'Ari Banks - \$11 per hour
- n. New Hire - Summer Camp Counselor - Public Services Department - Gena



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Horsley - \$13 per hour

- o. Donation Acceptance - Police Department - Ohio State Eagles - \$5,000
- p. Donation Acceptance - Police Department - From Matt Wahlert - \$300
- q. Donation Acceptance - Fire Department - From Matt Wahlert - \$300

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

PRESENTATIONS

Department: Fire

Department Director: Allen Walls, Fire Chief

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

Presentation by Chief Walls Introducing and Swearing-In Newly Promoted Employees

No action is requested of the Board.

Rationale:

Introduce and administer the Oath-of-Office to the department's newest Career Firefighter who was approved at the March 14, 2023, Board of Trustees Meeting:

- Sam Greenlee

Introduce and administer the Oath-of-Office to the department's newest Fire Lieutenant who was approved at the April 11, 2023, Board of Trustees Meeting:

- Steve May

PRESENTATIONS

Department: Administration
Department Director: Tiphonie Mays, Assistant Administrator

Strategic Plan
Goal:

Proclamation Recognizing Larry Shad for His Contributions to Colerain Township
Recommend ADOPTION of the Motion.

Rationale:

Larry Shad passed away on March 22, 2023. He made many contributions to Colerain Township and the Board would like to recognize him for all of the great work he did on behalf of our community.

**PROCLAMATION FOR
LAWRENCE “LARRY” EDWIN SHAD
FOR HIS YEARS OF DEDICATED SERVICE
TO COLERAIN TOWNSHIP, OHIO**



- Whereas** Larry Shad became a charter member of the Dunlap Volunteer Fire Department in 1955. He continued serving in many capacities for the next 30 years, including the merger into the Colerain Township Fire Department; and
- Whereas** Larry Shad served Colerain Township in countless ways, including Chair of the Hamilton County Rural Zoning Commission; Chair of the Colerain Land Use Committee; Chair of the first Colerain Township Zoning Commission, Co-Chair of the Colerain Incorporation Committee; and
- Whereas** Larry Shad fondly devoted his leadership and service to the Coleraine Historical Society, writing many articles and spearheading many projects. Larry and his wife were actively engaged in the founding of Colerain’s Heritage Park, and Larry was fondly recognized as the “unofficial park ambassador”. Larry also restored and relocated the Creedsville Toll House, researched the location of Dunlap Station (Fort Colerain) as well as constructed the historic flood monument, both of which are located at Heritage Park.
- Whereas** Larry Shad’s endless enthusiasm, commitment, and pride in serving Colerain Township and its residents will be sorely missed. Larry was truly a pillar of our Township.

Therefore, be it resolved, that the Colerain Township Board of Trustees recognizes Larry Shad for his life-long commitment to his family, friends, and Colerain Township.

Be it further resolved that in recognition of all that Larry Shad has done for Colerain Township, the Colerain Township Board of Trustees hereby proclaim Tuesday, April 25, 2023, as a special day of recognition for Larry Shad to acknowledge his contributions to our community.

Cathy Ulrich
Trustee

Daniel Unger
Trustee

Matt Wahlert
Trustee

Jeffrey D. Baker
Fiscal Officer

Date: April 25, 2023

PRESENTATIONS

Department: Administration
Department Director: Will Mueller, Assistant Fire Chief

Strategic Plan
Goal:

Presentation by Colerain High School FCCLA
No action is requested of the Board.

Rationale:

The Colerain High School & Butler Tech FCCLA (Family, Career, and Community Leaders of America) student group will provide the Township with a presentation. The presenters are:

Monica Lewis, Chapter Advisor
Stephanie Feeley
Ariana Stubblefield

PRESENTATIONS

Department: Administration

Department Director: Jeff McElravy, Finance Director

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

Presentation of 2022 Financial Data by Assistant Administrator McElravy

No action is requested of the Board.

Rationale:

Assistant Administrator Jeff McElravy will provide an overview of our 2022 Financial revenues and expenses. The full report can be found and viewed here:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/1zwIdexB7>

PUBLIC SAFETY

Department: Administration
Department Director: Allen Walls, Fire Chief

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

Motion Authorizing Township Administrator to Execute Memorandum of Understanding with Hamilton County Public Health for Public Health Coordinator Services

Recommend ADOPTION of the Motion.

Rationale:

The Township originally entered into an agreement with Hamilton County Public Health for the provision of a part-time Community Health Coordinator. The original agreement expired in 2022. However, thanks to an increase in the original grant, Public Health is able to extend our existing relationship for an additional period at no cost to Colerain. This agreement and partnership would last through August 31, 2023.

Statement of Agreement/Commitment
For Quick Response Team (QRT) Operation and community
referral program - Colerain Township

This two-party agreement is made and entered into between Colerain Township, Ohio (Township), and the Hamilton County General Health District OBA Hamilton County Public Health of Cincinnati (HCPH).

Recitals

Pursuant to the mission of the partnership between Colerain Township Department of Public Safety and the Hamilton County Public Health, the parties hereto mutually desire to partner for the formation and continuation of the Quick Response Team (ORT) and the community referral program within Colerain Township.

Therefore, it is mutually agreed between the parties as follows:

1. Colerain Township Department of Public Safety will schedule the necessary staffing for the operation of ORT with the express performance objective to proactively follow-up with individuals coming in contact with Colerain police, fire or EMS services concerning substance use disorders and with a specific focus on opioid use/overdose.
2. Colerain Township will provide referrals from community members through public safety to the Community Health Coordinator.
3. Hamilton County Public Health Cincinnati will provide follow-up for referrals with care coordination/linkage to care for services, directly or via sub-contractor, for a period of 12 months from September 1, 2022, thru August 31, 2023.

In witness thereof, Colerain Township has caused this to be executed by its Colerain Township Administrator; and HCPH has caused this agreement to be executed by the Hamilton County Health Commissioner; said agreement to become effective and operative upon fixing of the last signature hereto.

Signatures for the agreement:

Colerain Township Administrator

DATE: _____

Hamilton County Public Health Commissioner

DATE: _____

PUBLIC SAFETY

Department: Administration

Department Director: Allen Walls, Fire Chief

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

Motion to Increase Capital Purchase - Colerain Township Fire Stations Project by \$3,100,000

Recommend ADOPTION of the Motion.

Rationale:

The Township has worked closely with our Architect, Construction Company, and Project Manager to refine the scope of the construction of Station 102 and Station 26. We have worked with this group to align budgets with the needs of the department. As it stands, a gap still exists in the final budget toward construction of these two stations of \$3.1M. For perspective, inflation on construction projects was 11.5% in 2021 and 14.1% in 2022. It is anticipated that this will slow in 2023 and 2024, but rates will still increase.

After significant additional review and design modifications the project footprint is now 29,150 sf which includes all aspects of the work that are required by the Fire Department. We have made our evaluations to ensuring that we include all aspects, including those we can't fully ascertain at this stage of the project and the costs total \$15,040,247 which equates to \$516/sf all in.

The Township is prepared to reallocate funding from the American Rescue Plan to allow for the construction of these stations and to absorb the additional costs. These costs are included in the amended appropriations resolution found later in this agenda packet. It is worth noting that our Project Manager does not envision costs to decrease at any point in the near future.

PUBLIC SAFETY

Department: Fire

Department Director: Allen Walls, Fire Chief

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

Motion to Authorize the Township Administrator to Execute a Business Associate Agreement with Rainbow Health LLC for \$16,000

Recommend ADOPTION of the Motion.

Rationale:

The software Business Associate Agreement (BAA) between Colerain Township and Rainbow Health binds a partnership for the Department's new Community Paramedicine initiative. Rainbow Health is the provider of the case-management system that will be used by the Community Paramedic for patient and reporting data. This reporting will be required for any future billing or data reporting processes that will occur. The BAA allows for communication and data sharing while keeping protected health information deidentified.

BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT (this “Agreement”) is made and entered into as of this — April, 2023 (“Effective Date”) between Rainbow Health LLC, a Texas corporation, with offices located at 77 sugar creek center blvd suite 600 sugar land tx 77478 (“Business Associate”) and Colerain Township Department of Fire and EMS , with offices located at 4160 Springdale Rd. Cincinnati, Ohio 45251 (“Covered Entity”), each a “Party” and collectively the “Parties.”

Colerain Township Department of Fire and EMS and Business Associate may be referred to herein collectively as the “Parties” or individually as “Party”.

WHEREAS, Business Associate performs functions, activities, or services for, or on behalf of Covered Entity, and Business Associate receives, has access to or creates Protected Health Information; and

WHEREAS, in connection with such services, Business Associate creates, receives, maintains or transmits Protected Health Information from or on behalf of Colerain Township Department of Fire and EMS , which information is subject to protection under the Federal Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104 191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Title XIII of the American Recovery and Reinvestment Act of 2009 (the “HITECH Act”), and related regulations promulgated by the Secretary (“HIPAA Regulations”); and

WHEREAS, Colerain Township Department of Fire and EMS and Business Associate intend to protect the privacy and provide for the security of the Protected Health Information (also referred to herein as “PHI”) disclosed to Business Associate pursuant to this Business Associate Agreement in compliance with HIPAA, the HITECH ACT, the HIPAA Regulations, and applicable state law.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Definitions.

a. General. Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning given to those terms by HIPAA, the HITECH Act, and HIPAA Regulations as in effect or as amended from time to time.

b. Specific.

i. Privacy Rule. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164.

ii. Secure Computing Device. “Secure Computing Device” shall mean computing equipment in which access is limited and requires authorization; and appropriate

preventative and detective security mechanisms are implemented and maintained. In addition, computing devices that are portable must have safeguards that render Electronic Protected Health Information unusable, unreadable or indecipherable to unauthorized individuals and is developed or endorsed by a standard developing organization that is accredited by the American National Standards Institute. Portable computing devices include but are not limited to, laptops, tablets, portable computers; personal digital Assistants; smart phones; Blackberry or equivalent technologies; portable or removable storage devices; or other portable electronic equipment capable of storing electronic information; networking equipment either wired or wireless.

iii. Security Rule. “Security Rule” shall mean the Security Standards at 45 CFR Part 160 and Part 164.

2. Obligations and Activities of Business Associate.

a. Use and Disclosure. Business Associate agrees not to use or disclose Protected Health Information other than as permitted by this Agreement or as Required by Law. Business Associate represents and warrants that he/she/it is familiar with the requirements of HIPAA, the HITECH Act and HIPAA Regulations regarding Business Associates and Business Associate Agreements. Business Associate shall comply with the provisions of this Agreement relating to privacy and security of Protected Health Information and all present and future provisions of HIPAA, the HITECH Act and HIPAA Regulations that relate to the privacy and security of Protected Health Information and that are applicable to Colerain Township Department of Fire and EMS and/or Business Associate. Without limiting the foregoing, to the extent the Business Associate will carry out one or more of Colerain Township Department of Fire and EMS obligations under the Privacy Rule, Business Associate shall comply with the requirements of the Privacy Rule that apply to Colerain Township Department of Fire and EMS in the performance of such obligations.

b. Appropriate Safeguards. Business Associate agrees to use appropriate safeguards and comply, where applicable, with the Security Rule to prevent the use or disclosure of the Protected Health Information other than as permitted by this Agreement. Without limiting the generality of the foregoing, Business Associate will:

i. Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information as required by the Security Rule and enumerated in Exhibit A;

ii. Store Electronic Protected Health Information only on Secure Computing Devices controlled and/or maintained by Business Associate which have appropriate safeguards applied to them;

iii. Ensure that any Business Associate’s Subcontractor to whom Business Associate provides Electronic Protected Health Information agrees in writing to implement reasonable and appropriate safeguards and comply, where applicable, with the Security Rule to protect Electronic Protected Health Information and comply with the other requirements of Section 2(a) above; and

iv. Perform annual risk assessments of Business Associate Subcontractors who access or store Colerain Township Department of Fire and EMS Protected Health Information to ensure that appropriate safeguards are in place, and provide evidence of these assessments if requested.

c. Reporting. Business Associate agrees to promptly, and in any event within twenty-four (24) hours following discovery, report to Colerain Township Department of Fire and EMS any of the following:

(i) Any Breach of Protected Health Information of which Business Associate becomes aware.

(ii) Any use or disclosure of Protected Health Information not permitted by this Agreement (“Disclosure”) of which Business Associate becomes aware.

(iii) Any Security Incident of which Business Associate becomes aware.

A Breach, Disclosure or Security Incident is considered “discovered” as of the first day on which the Disclosure is known, or reasonably should have been known, to Business Associate or any employee, officer or agent of Business Associate, other than the individual committing the Disclosure. Any notice of a Breach, Disclosure or Security Incident shall include the information set forth below in Section (d) Report Content, below. All notices pursuant to this Agreement shall be directed to Colerain Township Department of Fire and EMS at the address set forth in this Agreement, attention to the Chief Compliance Officer. Business Associate shall, at Colerain Township Department of Fire and EMS discretion, cooperate with or perform any additional investigation and/or assessment necessary to determine and document whether a Breach of Unsecured Protected Health Information has occurred and shall provide any and all related documents to Colerain Township Department of Fire and EMS .

d. Report Content. Business Associate shall, in any report required in Section 2(c) above, shall at least:

(i) Identify (if known) each individual whose Protected Health Information has been, or is reasonably believed by Business Associate to have been, inappropriately accessed, acquired, used or disclosed;

(ii) Identify the nature, the date of occurrence, and the date of discovery of the Disclosure, Breach of Colerain Township Department of Fire and EMS Protected Health Information, or Security Incident;

(iii) Identify the specific information accessed, used or disclosed (e.g., full name, social security number, date of birth, etc.)

(iv) Identify who or what area of Business Associate’s operation caused the Disclosure, Breach or Security Incident,

(v) Identify what corrective action Business Associate took or will take to prevent further Disclosure, Breach or Security Incidents,

(vi) Identify what Business Associate did or will do to mitigate any deleterious effects; and

(vii) Provide such other information, including a written report, as Colerain Township Department of Fire and EMS may reasonably request.

e. Mitigation. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate or its employees, officers, Subcontractors or agents in violation of the requirements of this Agreement (including, without limitation, any Security Incident or Breach of Unsecured Protected Health Information). Business Associate shall keep Colerain Township Department of Fire and EMS fully apprised of all mitigation efforts of the Business Associate required under this Section 2(e).

f. Business Associate Subcontractors. Business Associate shall ensure that any Subcontractors to whom Business Associate provides Protected Health Information received from, or created, maintained, received or transmitted by, Business Associate on behalf of Colerain Township Department of Fire and EMS, agrees in writing to the same terms and conditions that apply to Business Associate with respect to Protected Health Information pursuant to this Agreement.

g. Access to Designated Record Sets. To the extent that Business Associate possesses or maintains Protected Health Information in a Designated Record Set, Business Associate agrees to provide access to such Protected Health Information at the request of Colerain Township Department of Fire and EMS, within three (3) business days of such request, to Colerain Township Department of Fire and EMS or, as directed by Colerain Township Department of Fire and EMS, to an Individual in order to meet the requirements under HIPAA Regulations. If an Individual makes a request for access to Protected Health Information directly to Business Associate, Business Associate shall notify Colerain Township Department of Fire and EMS of the request within three (3) business days of such request and will cooperate with Colerain Township Department of Fire and EMS and allow Colerain Township Department of Fire and EMS to send the response to the Individual.

h. Amendments to Designated Record Sets. To the extent that Business Associate possesses or maintains Protected Health Information in a Designated Record Set, Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that Colerain Township Department of Fire and EMS directs or agrees to in accordance with HIPAA, HIPAA Regulations or the HITECH Act, within three (3) business days of any such request. If an Individual makes a request for an amendment to Protected Health Information directly to Business Associate, Business Associate shall notify Colerain Township Department of Fire and EMS of the request within three (3) business days of such request and will cooperate with Colerain Township Department of Fire and EMS and allow Colerain Township Department of Fire and EMS to send the response to the Individual.

i. Access to Books and Records. Business Associate agrees to make its internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from Colerain Township Department of Fire and EMS, or created or received by Business Associate on behalf

of Colerain Township Department of Fire and EMS available to Colerain Township Department of Fire and EMS or to the Secretary, within three (3) business days of such request or in the time and manner otherwise designated by the Secretary, for purposes of the Secretary determining Colerain Township Department of Fire and EMS compliance with the Privacy Rule.

j. Accountings. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Colerain Township Department of Fire and EMS to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with HIPAA, HIPAA Regulations and the HITECH Act, and maintain such accounting for a minimum of six years. Without limiting the foregoing, Business Associate shall document and record the following information for each disclosure:

- i. the disclosure date;
- ii. the name and (if known) address of the person or entity to which Business Associate made the disclosure;
- iii. a brief description of the Protected Health Information disclosed;
- iv. a brief statement of the purpose of the disclosure;
- v. the name and date of birth of the Individual whose Protected Health Information was disclosed; and
- vi. that Individual's contract number (if applicable).

k. Requests for Accountings. Business Associate agrees to provide to Colerain Township Department of Fire and EMS or, at the direction of Colerain Township Department of Fire and EMS, to an Individual, within fifteen (15) days of a request by Colerain Township Department of Fire and EMS, information collected in accordance with Section 2(j) of this Agreement, to permit Colerain Township Department of Fire and EMS to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with HIPAA, HIPAA Regulations and the HITECH Act. If an Individual makes a request for an accounting directly to Business Associate, Business Associate shall notify Colerain Township Department of Fire and EMS of the request within three (3) business days of such request and will cooperate with Colerain Township Department of Fire and EMS and allow Colerain Township Department of Fire and EMS to send the response to the Individual.

l. Insurance Obligations. Business Associate shall maintain or cause to be maintained the following insurance covering itself and each Subcontractor or agent, if any: (i) an electronic data processing or cyber liability insurance, with limits of liability not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) annual aggregate and (ii) such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under this Agreement or from violating Business Associate's own obligations under the HIPAA Requirements, including but not limited to, claims or the imposition of administrative penalties and fines on Business Associate or its Subcontractors or agents, if any, arising from the loss, theft, or unauthorized Use or Disclosure

of PHI. Such insurance coverage shall apply to all site(s) of Business Associate and to all services provided by Business Associate or by any Subcontractors or agents under this Agreement.

m. De-Identified Information. Business Associate shall not de-identify PHI covered by this Agreement without the prior written consent of Colerain Township Department of Fire and EMS , nor shall Business Associate subsequently use or disclose de-identified PHI or other data covered by this Agreement without Colerain Township Department of Fire and EMS prior written consent.

n. Pre-Employment Checks; Debarment or Exclusion from Health Care Programs. Business Associate shall conduct pre-employment checks (including sanctions screenings and criminal background checks) on any of its staff, owners, managing employees, subcontractors or agents (“Personnel”) providing services under this Agreement who have access to PHI and evaluate the results to assure there is no reasonable indication that such Personnel presents a risk of misuse or theft of PHI or other confidential information. In no event shall Business Associate or any Personnel of Business Associate provide any services under this Agreement if (i) convicted of criminal offenses related to any involvement in Medicaid, Medicare, or social services programs under Title XX of the Social Security Act; (ii) excluded, debarred or otherwise ineligible to participate in any federal or state health care program, or (iii) under investigation or otherwise aware of any circumstances which may result in exclusion, debarment, or otherwise being ineligible to participate in any federal or state health care program.

p. Training. Business Associate shall ensure that all its Personnel with access to PHI are trained on the HIPAA Regulations and any of Business Associate’s privacy and security policies and procedures, before being given access to PHI, and must be (re)trained at least annually thereafter.

1. q. Permitted Uses and Disclosures by Business Associate.

o. Provision of Services. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information as necessary to perform the services, functions, or activities for, or on behalf of Colerain Township Department of Fire and EMS , as set forth in this Agreement, provided that such use or disclosure would not violate HIPAA, the HITECH Act or HIPAA Regulations if done by Colerain Township Department of Fire and EMS , and is consistent with the applicable minimum necessary policies and procedures required by the HIPAA Regulations.

p. Administration of Business Associate. Except as otherwise limited in this Agreement, Business Associate may use and disclose Protected Health Information for the proper management and administration of the Business Associate, or to carry out the legal responsibilities of the Business Associate, provided that (i) disclosures are Required By Law, or (ii) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate and Colerain Township Department of Fire and EMS of any instances of which it is aware in which the confidentiality of the information has been breached.

2. Permissible Requests by Colerain Township Department of Fire and EMS . Except as set forth in Section 3 of this Agreement, Colerain Township Department of Fire and EMS shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Colerain Township Department of Fire and EMS .

3. Term and Termination.

e. Term. This Agreement shall be effective as of the date of this Agreement and shall terminate upon the date Colerain Township Department of Fire and EMS terminates for cause in accordance with paragraph b. of this Section or upon mutual consent between both the parties.

f. Termination for Cause. Notwithstanding anything to the contrary contained in this Agreement, upon Colerain Township Department of Fire and EMS knowledge of a breach by Business Associate of this Agreement, Colerain Township Department of Fire and EMS shall, at its sole option, either:

i. Allow an opportunity for Business Associate to cure the breach or end the violation, provided that if Business Associate does not cure the breach or end the violation within the time specified by Colerain Township Department of Fire and EMS , Colerain Township Department of Fire and EMS may terminate this Agreement; or

ii. Immediately terminate this Agreement.

g. Effect of Termination.

i. Except as provided in Section 5(c)(ii), upon termination of this Agreement for any reason, Business Associate shall return to Colerain Township Department of Fire and EMS or destroy all Protected Health Information received from Colerain Township Department of Fire and EMS or a Colerain Township Department of Fire and EMS Covered Entity client, or created or received by Business Associate on behalf of Colerain Township Department of Fire and EMS . This provision shall apply to Protected Health Information that is in the possession of Business Associate Subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

ii. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Colerain Township Department of Fire and EMS notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

4. Indemnity. Business Associate agrees to indemnify, defend and hold harmless Colerain Township Department of Fire and EMS and its client Covered Entities and each of their respective employees, directors/trustees, members, professional staff, representatives and agents (collectively, the “Indemnitees”) from and against any and all claims (whether in law or in equity),

obligations, actions, causes of action, suits, debts, judgments, losses, fines, penalties, damages, expenses (including attorney's fees), liabilities, lawsuits or costs incurred by the Indemnities which arise or result from a breach of the terms and conditions of this Agreement or a violation of HIPAA, the HITECH Act or HIPAA Regulations by Business Associate or its employees or agents.

5. Electronic Transaction Standards. To the extent that Business Associate or its products perform all or part of any transaction for which the Secretary has adopted a standard under HIPAA ("Covered Transactions") on Colerain Township Department of Fire and EMS behalf, the following shall apply:

e. Compliance with HIPAA Standards. When providing its services and/or products, Business Associate shall comply with all applicable HIPAA standards and requirements (including, without limitation, those specified in 45 CFR Part 162) with respect to the transmission of health information in electronic form in connection with any Covered Transaction. Business Associate will make its services and/or products compliant with HIPAA's standards and requirements no less than thirty (30) days prior to the applicable compliance dates under HIPAA. Business Associate represents and warrants that it is aware of all current HIPAA standards and requirements regarding Covered Transactions, and Business Associate shall comply with any modifications to HIPAA standards and requirements which become effective from time to time. Business Associate agrees that such compliance shall be at its sole cost and expense, which expense shall not be passed on to Colerain Township Department of Fire and EMS in any form, including, but not limited to, increased fees.

f. Agents and Business Associates. Business Associate shall require all of its agents and Business Associates (if any) who assist Business Associate in providing its services and/or products to comply with the terms of this Section.

6. Coordination of Business Associate and Colerain Township Department of Fire and EMS

e. Investigation. Business Associate shall reasonably cooperate and coordinate with Colerain Township Department of Fire and EMS in the investigation of any violation of the requirements of this Agreement and/or any Disclosure, Security Incident or Breach.

f. Reports and Notices. Business Associate shall reasonably cooperate and coordinate with Colerain Township Department of Fire and EMS in the preparation of any reports or notices to an Individual, a regulatory body or any third party required to be made under HIPAA, HIPAA Regulations, the HITECH Act, or any other federal or state laws, rules or regulations, provided that any such reports or notices shall be subject to the prior written approval of Colerain Township Department of Fire and EMS .

7. Miscellaneous.

e. No HIPAA Agency Relationship. It is not intended that an agency relationship (as defined under the federal common law of agency) be established hereby expressly or by implication between Colerain Township Department of Fire and EMS and Business Associate for purposes of liability under HIPAA, HIPAA Regulations, or the HITECH Act. No terms or

conditions contained in this Agreement shall be construed to make or render Business Associate an agent of Colerain Township Department of Fire and EMS .

f. Regulatory References. A reference in this Agreement to a section in HIPAA, the HITECH Act, or the HIPAA Regulations means the section as in effect or as amended or modified from time to time, including any corresponding provisions of subsequent superseding laws or regulations.

g. Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Colerain Township Department of Fire and EMS and its Covered Entity clients to comply with the requirements of HIPAA, the HITECH Act, and HIPAA Regulations.

h. Survival. The rights and obligations of Business Associate under Sections 5(c), 6, 8 and 9 of this Agreement shall survive the termination of the this Agreement.

i. Interpretation. Any ambiguity in this Agreement shall be resolved to permit Colerain Township Department of Fire and EMS to comply with HIPAA, HIPAA Regulations and the HITECH Act.

j. Ownership of Information. Business Associate does not hold and will not acquire by virtue of this Agreement, or by virtue of providing goods or services to Colerain Township Department of Fire and EMS , any right, title, or interest in or to any Protected Health Information provided by, or created, received or maintained on behalf of, Colerain Township Department of Fire and EMS .

k. Governing Law; Venue. This Agreement shall be governed by, and construed in accordance with, the laws of the state where Colerain Township Department of Fire and EMS is located, exclusive of conflict of law rules. Each Party hereby agrees and consents that any legal action or proceeding with respect to this Agreement shall only be brought in the courts of the state where Colerain Township Department of Fire and EMS is located, in the county where Colerain Township Department of Fire and EMS is located.

l. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein, and this Agreement supersedes and replaces any former agreement or addendum entered into by the Parties. No amendments or modifications to the Agreement shall be effective unless agreed upon by both parties in writing.

m. Counterparts. This Agreement may be executed in counterparts, each of which when taken together shall constitute one original. Any PDF or facsimile signatures to this Agreement shall be deemed original signatures to this Agreement.

1.

2. **IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date set forth above.

Colerain Township Department of Fire and EMS

By: _____

Name:

Title:

Address for Notice: 4160 Springdale Rd. Cincinnati, Ohio 45251

BUSINESS ASSOCIATE

By:

Name: Shail Sinhasane

Title: CEO

EXHIBIT A

Required Minimum Security Standards

Business Associate agrees to (and causes its agents and Subcontractors to) develop, implement, maintain and use appropriate and effective privacy and security administrative, technical and physical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of PHI.

In addition to any other safeguards necessary to protect PHI, Business Associate shall implement and continue to enforce the following minimum security safeguards:

1. Policies. Business Associate will develop and/or maintain privacy and information security policies related to the protection of PHI, and shall ensure that all employees, agents and Subcontractors are aware of and will abide by these policies. Business Associate shall update (as necessary) privacy and security policies and procedures in accordance with HIPAA requirements and this Exhibit A. Business Associate and its agents and Subcontractors shall provide copies of such privacy and security policies and procedures to Colerain Township Department of Fire and EMS upon request. Among the policies that Business Associate shall develop and implement are policies that address the following requirements:

- (a) That personal devices not be utilized in connection with the services provided by Business Associate or under this Exhibit A (as used herein “personal devices” shall mean devices not owned, provisioned or managed by the Business Associate);
- (b) That Business Associate not transmit or download any PHI over the Internet or over any other insecure or open communication channel unless such information is encrypted using standards for encryption outlined in Sections (4), (5), (6), and (7) below; and
- (c) If PHI is stored on laptops or mobile handheld devices that such laptops and devices are encrypted as described in Section (4) below.

2. Workstation/Laptop Encryption. All workstations, and laptops, personal devices, and portable devices (as applicable) that process and/or store PHI must be encrypted. As used herein, the term “encryption” or “encrypted” refers to data that has been secured consistent with Federal Information Processing Standards (FIPS) 140-2, and/or the National Institute of Standards and Technology (NIST) publications regarding cryptographic standards (or such other standards as may be prescribed, adopted, or endorsed under the HIPAA Regulations). Only the minimum necessary PHI may be downloaded to a laptop or hard drive when absolutely necessary for business purposes, provided such laptop or hard drive is encrypted in accordance with the HIPAA Regulations.

3. Encryption at Rest. PHI at rest on servers must be encrypted using an industry standard product. Database encryption is also acceptable.

4. Transmission Encryption. All PHI data transmissions shall be encrypted end-to-end using protocols approved by industry standards when transiting over public networks.

5. Removable Media and Back-up Tapes. All electronic files that contain PHI must be encrypted when stored on any removable media type device (i.e., USB thumb drives, floppies, CD/DVD, computer back-up tapes, etc.).
6. Email Security. All email messages to external parties which include PHI must be sent via an encrypted method. (Transport Layer Security or TLS is acceptable.)
7. Antivirus Software. All workstations, laptops and other systems that process and/or store PHI must have a commercial anti-virus software solution with a minimum daily automatic update of signatures. Next-generation Antivirus systems may be approved as a substitute.
8. Patch Management. All workstations, laptops and other systems that process and/or store PHI must have security patches applied. Critical security patches must be applied within 48 hours of release.
9. User IDs and Password Controls. All authorized users must be issued a unique user name for accessing PHI. Passwords shall be at least eight characters in length and composed of characters from at least three of the following four groups from the standard keyboard: upper case letters (A-Z), lower case letters (a-z), Arabic numerals (0-9), and non-alphanumeric characters (punctuation symbols). Further, passwords shall not be shared or stored in readable format on a computer, and must be changed at least every 90 days, or immediately if revealed or compromised.
10. Database Security. PHI stored within databases shall be encrypted. Database passwords may not be stored unencrypted in the memory of a device.
11. Remote Access. Any remote access to PHI must be executed over an encrypted method using technology that does not allow data to be “cached,” saved or copied onto unencrypted remote computers or those with insufficient security controls.
12. Multi-factor Authentication. Access over the Internet to systems processing PHI must be protected by Multi-factor authentication, such as a one-time passcode.
13. System Timeout. All systems containing PHI shall enforce an automatic timeout after no more than fifteen minutes of inactivity. Further access to the system must require re-entering the user credentials.
14. Warning Banners. All systems containing PHI shall display a warning banner stating that data is confidential, systems are logged, and use is for business purposes only. Those who do not agree with such requirements shall be directed to log off the system.
15. System Logging. Any system that processes or stores PHI shall log successes and failures of user authentication at all layers, system administrator/developer access, and changes to PHI.
16. Access Controls. Role-based access controls will be implemented for all user permissions, enforcing the principle of least privilege.

17. Access Management Segregation. Access and identity management will maintain segregation between approvers and providers of access. All requests must be logged.
18. Access Audit. Regular audits shall be performed to ensure that terminated users no longer retain access to the system and that users who change job roles do not retain permissions which are no longer needed.
19. Intrusion Detection. All systems that are accessible via the Internet or store or transmit PHI shall be protected by a suitable intrusion detection and/or prevention system.
20. Log Reviews. All systems processing and/or storing PHI shall have a routine procedure in place to review system logs for unauthorized access.
21. Change Control. All systems processing and/or storing PHI shall have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of PHI.
22. Vulnerability Scanning. All Internet-facing systems containing PHI must be regularly scanned for vulnerabilities, including missing patches, outdated versions of software, and certificate issues. Scans may be run by appropriate internal staff.
23. System Penetration Testing. Systems that maintain or process PHI must undergo third-party penetration testing at least annually to identify vulnerabilities, and remediation of any critical or high risk vulnerabilities must be addressed in a timely manner.
24. Data Destruction. All PHI must be wiped from systems/servers when the system is retired. The wipe method must conform to the U.S. Department of Defense standards for data destruction (DoD 5220.22-M). All PHI on removable media must be destroyed or returned to Colerain Township Department of Fire and EMS when the data is no longer necessary or upon termination or expiration of this Agreement.
25. Facility Security. Any Business Associate facility that houses personnel or systems used in the viewing, processing, or storing of Colerain Township Department of Fire and EMS's PHI shall have appropriate and reasonable perimeter controls including, but not limited to, the following: an electronic access control system, alarmed or monitored outer doors, identification badges for personnel, and a process for logging and escorting visitors.
26. Disaster Recovery. Disaster recovery processes shall be established to ensure the ongoing availability of business processes involving access to or use of PHI. Recovery Time Objectives must be appropriate to minimize impact to services provided under this Agreement.
27. Security Official. Business Associate must have a designated security official who is responsible for the development and implementation of the policies and procedures required by this Exhibit A.

Colerain Township Department of Fire and EMS makes no warranty or representation to Business Associate that compliance by Business Associate with the security provisions of the Agreement or of this Exhibit A will be adequate or satisfactory for Business Associate's own

purposes, and Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding, confidentiality and integrity of PHI.

SALES QUOTE

#RH082622-07

April 14, 2023

PREPARED FOR

Colerain Township Fire & EMS
Chief Will Mueller
Wmueller@colerain.org

<https://colerain.org/>

4200 Springdale Road
Colerain Township, OH 45251

REVIEWED BY

Shail Sinhasane
CEO
Shail@rainbow.health

(C) (832) 420-1153
77 sugar creek center
blvd, suite 600
Sugar Land TX 77478

ITEM	Cost (In USD)
One time cost	
Set up & Implementation Cost	\$3000.00
Recurring Subscription Cost - <i>Web Portal & Mobile App (ios & android) - Patients & Providers</i>	\$9000.00
- Per User Cost* (Minimum commitment) - Up to 10 staff users - Up to 500 patients - Additional Users (Optional) - Additional 5 staff users - \$500/month - Additional up to 500 patients - \$2500.00	
Up total 100 video/audio calls/month	\$1000.00
Medication Review - Clinical Pharmacist - 15 minutes each	
Up to total 10 med reviews - Rainbow Health Contribution Per Month	FREE
Additional 10 med reviews/month - Annual Cost	\$3000.00

Confidential

--	--

- *Total number of users includes providers, admins, community paramedics, social workers, any other clinical/non-clinical staff users
- *Cloud Based Cost - Offered as SaaS and is included in the cost above
- Medication reviews visits will be done virtually by Rainbow Health for the patients.
- Extended med reviews incrementally charged at \$25 for each 15 minutes
- Any med review session's first 15 minutes will be considered towards free Rainbow Health's contribution

PAYMENT TERMS

1. The annual pricing will be invoiced at the execution of the agreement.
2. EHR Integration Fee will be evaluated and charged as a one-time cost flat fee.
3. Additional user subscription costs and services usage fees will be invoiced monthly.
4. RainbowCare will provide electronic copies of the invoices.
5. All payments will be due in 30 days from the date of invoice.

AGREED AND ACCEPTED:

Colerain Township Fire & EMS

Chief Will Mueller

NAME AND TITLE

SIGNATURE

DATE

Confidential

Professional Services

Clinical Pharmacist Services (Med Rec) provided by Rainbow Health, LLC
Pharmacists available for consultation through the RainbowCare platform will be reviewing patient charts and interacting with the healthcare team for the purpose of clinical evaluation of medication therapy.

Depending on each patient's clinical status, priority needs at the time of pharmacist referral, and the information available at the time of the review, one or more of the following shall be completed for each patient referred, so that medication appropriateness, effectiveness, and safety may be assessed by the drug expert:

- Review of clinical indication for each medication
- Evaluation of clinical status, discharge summaries, or remote monitoring reports to identify untreated indication and/or missing medications
- Review for appropriate drug dose, route, and frequency of administration
- Determination of disease control and effectiveness of current medication regimen
- Evaluation on whether dose or regimen changes may be warranted
- Evaluation of adherence and risks of abrupt discontinuation or restarting of medications
- Assessment of drug interactions, with recommendations for monitoring the interaction
- Evaluation of pharmacokinetic or laboratory results relevant to drug therapy
- Triage of drug side effects and/or minor health complaints where relevant to medication therapy
- Identification of disease comorbidities which may put the patient at higher risk for specific medications
- Evaluating and advising on therapeutic patient assessment to determine medication safety and/or efficacy
- Evaluating and advising on appropriate disease management goals
- Recommendations based on cost-effectiveness of medications
- Providing guidance or support for appropriate patient counseling on medication use or disease management

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Resolution Declaring Nuisance and Ordering Abatement
Recommend ADOPTION of the Resolution.

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

2378 Lincoln Ave	510-0031-0515-00
3227 Niagara St	510-0102-0092-00
2520 Springdale Rd	510-0043-0038-00
3475 Springdale Rd	510-0112-0027-00
3084 West Galbraith Rd	510-0060-0040-00
3261 West Galbraith Rd	510-0083-0144-00

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

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the ____ day of _____, 202_, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

<u>Address</u>	<u>Book-Page-Parcel No.</u>
2378 Lincoln Ave	510-0031-0515-00
3227 Niagara St	510-0102-0092-00
2520 Springdale Rd	510-0043-0038-00
3475 Springdale Rd	510-0112-0027-00
3084 West Galbraith Rd	510-0060-0040-00
3261 West Galbraith Rd	510-0083-0144-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills.

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

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the

meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;

2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

5. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____, seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mrs. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 202__.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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 _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Resolution Declaring a Junk Motor Vehicle - 2813 Banning Rd. - 1 of 1
Recommend ADOPTION of the Resolution.

Rationale:

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

2813 Banning Rd. Cincinnati, OH 45239

1. **(OH) HAN9605, 2003, RED, CADILAC, SEDAN**
2. **(OH) DOV4822, 1997, BLACK, CHEVY, TAHOE**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2813 Banning Rd. Cincinnati, OH 45239 – Parcel ID 510-0074-0143-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

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

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

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2813 Banning Rd. Cincinnati, OH 45239 – Parcel ID 510-0074-0143-00**

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

1. The Board declares the junk motor vehicle located at **2813 Banning Rd. Cincinnati, OH 45239 – Parcel ID 510-0074-0143-00** to be inoperable, extensively damages, and at least three model years old:
 - A. **(OH) HAN9605, 2003, RED, CADILAC, SEDAN**
 - B. **(OH) DOV4822, 1997, BLACK, CHEVY, TAHOE**
2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:
 - a. A general description of the vehicle to be removed.
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of _____, 202_.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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 _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

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

Motion to Issue Noise Resolution Permit to Quaker Steak and Lube
Recommend ADOPTION of the Resolution.

Rationale:

This is the first request for a permit in 2023 for this business. The request for the permit is from Thursday April 27, 2023 through October 12, 2023.



PERMIT VALID DATE AND TIME
(to and from)

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

Application for Noise Resolution Permit
**MUST BE RECEIVED NO LATER THAN (9) DAYS BEFORE THE NEXT
SCHEDULED BOARD MEETING**

Name of applicant: Quaker Steak and Lube, Joe Coombs (GM)
Address where event will be held: 3737 Stone Creek Blvd, 45251
Type of event: Bike Ride
Date and Time of Event: 5:30-9:30 Thursdays April 13 - Oct. 12 2023
Contact number for permit holder: 513-923-9464

Permit applicants must be at the event and in possession of this signed and approved permit. This permit is non-transferable and is only valid for the date and time listed on the approved permit. This permit is not an endorsement or approval by the Township of the type of event taking place.

For Office Use Only, Do not write below this line

Time and date received:

By:

Number of issued permits in calendar year: _____ Residential _____ Business _____

To be placed on Trustee agenda for meeting: / / / (date of meeting)
Permit approved by majority vote of Colerain Township Board of Trustees.

Trustee Cathy Ulrich

Trustee Dan Unger

Trustee Matt Wahlert

Attest: _____
Jeff Baker, Fiscal Office

PUBLIC SERVICES

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Resolution to Approve or Deny Acceptance of Dunlap, Melcarl, and Grovewood Drive as Township Roads
Staff seeks direction on this issue.

Rationale:

The Hamilton County Engineer acts as the Township's engineer in all new developments. As per the Rules and Regulations of the Office of the County Engineer Governing the Surface Physical Improvements for Private Developments Within Unincorporated Areas of Hamilton County, once the Hamilton County Department of Planning and Development confirms the developer has met the County's specifications and said developer requests the road be turned over to the Township, the Township then accepts the roadway.

The developer has made the request to turn over Dunlap Drive, Melcarl Drive, and Grovewood Drive to the Township and has confirmed all specifications have been met.

Of note, there are only fifteen of nearly 65 units that have been constructed as part of this development. There will likely be extensive amounts of heavy equipment that will continue to drive over this surfacing, likely causing a deterioration in the roadway. While a one year bond is in effect, many of these issues may not appear until year 5-10.

The County Engineer's Rules and Regulations state that if the Township Trustees do not accept the road within two Trustee meetings of them sending this document, the County Engineer will "proceed with the street acceptance without the Township's assent" (pg. 36, PDF page 38).

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

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 23

RESOLUTION ACCEPTING DUNLAP DRIVE, MELCARL DRIVE, AND GROVEWOOD DRIVE AS A COLERAIN TOWNSHIP ROAD

WHEREAS, the Hamilton County Engineer has requested that Dunlap Drive, Melcarl Drive, and Grovewood Drive, located in the Dunlap Grove Subdivision, Colerain Township, Hamilton County, Ohio be established as a Township road; and

WHEREAS, the Hamilton County Engineer's Office has received a Maintenance Surety (Bond) and Maintenance Contract for the roads from the developer, to the satisfaction of and in favor of, the Board of County Commissioners of Hamilton County, and;

WHEREAS, the Ohio Revised Codes Section 505.10 authorizes a Board of Township Trustees to accept, on behalf of a township, the donation of any real or personal property for township use, and;

WHEREAS, the Board has evaluated the utility of accepting Dunlap Drive, Melcarl Drive, and Grovewood Drive as a Township road and concluded that acceptance of the road would be in the best interest of the Township.

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

1. The Colerain Township Board of Trustees authorizes the Township Administrator to execute any documents and agreements necessary in order to establish Dunlap Drive, Melcarl Drive, and Grovewood Drive as a Township road; and
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
4. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____,

ADOPTED this _____ day of April, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Daniel Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
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 April , 2023.

Jeff Baker,
Colerain Township Fiscal Officer

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

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 23

RESOLUTION DENYING ACCEPTANCE OF DUNLAP DRIVE, MELCARL DRIVE, AND GROVEWOOD DRIVE AS A COLERAIN TOWNSHIP ROAD

WHEREAS, the Hamilton County Engineer has requested that Dunlap Drive, Melcarl Drive, and Grovewood Drive, located in the Dunlap Grove Subdivision, Colerain Township, Hamilton County, Ohio be established as a Township road; and

WHEREAS, the Hamilton County Engineer's Office has received a Maintenance Surety (Bond) and Maintenance Contract for the roads from the developer, to the satisfaction of and in favor of, the Board of County Commissioners of Hamilton County, and;

WHEREAS, the Ohio Revised Codes Section 505.10 authorizes a Board of Township Trustees to accept, on behalf of a township, the donation of any real or personal property for township use, and;

WHEREAS, the Board has evaluated the utility of accepting Dunlap Drive, Melcarl Drive, and Grovewood Drive as a Township road and concluded that acceptance of the road would not be in the best interest of the Township.

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

1. The Colerain Township Board of Trustees does not authorize the Township Administrator to execute any documents and agreements necessary in order to establish Dunlap Drive, Melcarl Drive, and Grovewood Drive as a Township road; and
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
4. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____,

ADOPTED this _____ day of April, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Daniel Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
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 April , 2023.

Jeff Baker,
Colerain Township Fiscal Officer

PUBLIC SERVICES

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Motion Directing Township Administrator to Sign the 2024 Storm Water District Level of Service and Estimated Service Fee Form

Staff seeks guidance on whether or not to sign the 2024 Storm Water District Level of Service and Estimated Service Fee Form

Rationale:

Each year the Hamilton County Storm Water District provides the township with Minimum Control Measures to keep us in compliance with state and federal laws related to storm water. Each household in Colerain Township pays \$15.14 per year to the Hamilton County Storm Water District for this service. It is estimated that Township Residents as a whole will pay \$513,246 for these services in 2024. Townships in Hamilton County are not permitted by law to establish their own Storm Water District as nearly every other city in the county has done. There is a sense that the minimum control measures could be provided at a lower cost to Township residents under a different model. There is also a concern that none of the dollars paid by Colerain Township residents result in projects that decrease the quantity of storm water runoff or increase the water quality of storm water. The Township has very real storm water needs and is spending half of a million dollars to be a part of a storm water district that may be able to provide more value for the money spent under a different model. While it does not appear to matter whether or not the Level of Service Form is signed, not signing it would raise awareness of the issues associated with the District and the need to reevaluate the services the District provides.



Hamilton County Storm Water District

Administered by the Hamilton County Engineer's Office – Eric Beck, County Engineer
in partnership with the Hamilton County Conservation District,
the Hamilton County Planning & Development,
and the Hamilton County Public Health Department

Website: <http://www.hcswd.org>

ACTION REQUIRED: Storm Water District Level of Service (LOS) and Estimated Service Fees for 2024 Response Required by Wednesday, May 10, 2023.

District Services: The Hamilton County Storm Water District (District) is offering the same levels of service in the 2024 program year as were offered to Co-Permittee Jurisdictions in 2023. The table below presents a summary of the federal and state required Minimum Control Measure (MCM) permit compliance services the District performs on behalf of your Township. These activities are reported to Ohio EPA.

Fees: Estimated service fees per SFU remain unchanged from the 2023 program year. The total annual service fee amount may change for your township from last year if there has been an increase/decrease in SFUs – typically associated with development or redevelopment activities.

ACTION REQUESTED: Signature and Form Submittal by Wednesday, May 10, 2023.

Please acknowledge receipt of this notification and its contents by obtaining the signature of an authorized representative of your community.

Co-Permittee Name: Colerain Township Estimated SFU's: 33,900	Estimated Service Fee (\$/SFU)	Estimated Total Annual Service Fee (\$)
Hamilton County Storm Water District Permit Compliance Services		
District-wide Permit Activities - Public Education and Outreach (MCM 1) - Public Involvement and Participation (MCM 2) - Good Housekeeping and Pollution Prevention (MCM 6)	\$3.68	\$124,752
Local Illicit Discharge Detection and Elimination (IDDE) Services (MCM 3)	\$2.37	\$80,343
Local Development Plan Review, Approval, and Inspection Services - Construction Site Runoff Control (MCM 4) - Post-Construction Storm Water Management (MCM 5)	\$1.16	\$39,324
Local Input to Districtwide System GIS Map Development, Updates, and Maintenance Storm Sewer and Home Sewage Treatment System Mapping (MCM3)	\$0.92	\$31,188
Estimated Total for Storm Water Phase II Permit Services	\$8.13	\$275,607
Estimated Total for Existing Hamilton County Planning and Development Services for Storm Water Infrastructure Improvements	\$7.01	\$237,639
Estimated Total for 2024 Services	\$15.14	\$513,246

BILLING PREFERENCE: Service fees for this work will be collected through the property owner tax bills in your community *unless you direct otherwise*.

In light of the current modified working arrangements in response to the coronavirus, please sign, scan, and e-mail the completed form to the District's support staff at moranka@cdmsmith.com by Wednesday, May 10, 2023.

Print Name

Signature

Date

A District representative will contact you to verify receipt of this form and later to confirm 2024 elections.

If you have any questions or concerns while completing this form, please contact Todd Long, Program Director, by phone at (513) 946-4254 or email at Todd.Long@hamilton-co.org

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphany Mays, Assistant Administrator

Strategic Plan Goal: 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

Motion Authorizing Township Administrator to Execute a Contract with Welch Sand & Gravel for dredging work in the Great Miami River along Dravo Park

Recommend ADOPTION of the Motion.

Rationale:

In a presentation to the Trustees at the April 11th meeting, Jim Welch, owner of Welch Sand & Gravel, reviewed the steps needed to apply for a permit from the Army Corp of Engineers to dredge a section of the Great Miami River on the waterfront of Dravo Park. A function of this project includes an agreement between the Township and Welch Sand & Gravel to include a portion of park property as an area that will not be accessible due to the dredging. As an effort to remain in good faith with the Township, Welch Sand & Gravel is proposing a payment of \$50,000 to the Township for the inconvenience of shutting down the boat ramp as well as restoring the eroding shoreline of Dravo Park.

EXTRACTION AND MAINTENANCE AGREEMENT

Colerain Township “Grantor”
4200 Springdale Road
Cincinnati, OH 45251

Colerain Township, Hamilton County, Ohio, a body corporate and political subdivision of the State of Ohio, “The Grantor”, in consideration of compensation as specified within this agreement and subject to terms, conditions and restrictions hereinafter set forth, hereby grants to:

Welch Sand & Gravel, Inc. “Grantee”
8953 East Miami River Road
Cincinnati, OH 45247

Hereinafter called the “Grantee”, the authority and permission to use the river frontage property bordering the township park property located at 9225 East Miami River Road, Cincinnati, Ohio 45247, and further described in Exhibit “A”, attached to and made a part of this agreement.

The Grantee is subject to compliance with the conditions and restrictions issued by all regulatory agencies upon issuance of permits including, but not limited to the Army Corps of Engineers, Ohio EPA, MSHA (Safety) and State of Ohio, ODNR.

The grantee agrees that all sand and gravel shall be excavated using the one-step removal method which requires that all disturbed material must be loaded onto trucks and immediately transported from the channel area to the Grantee’s adjacent property. No entry of trucks or heavy equipment shall be used on any part of the park property other than the river frontage.

No material shall be deposited in excavation areas other than temporary safety berms required by regulatory safety agencies.

Colerain Township shall maintain right of inspection and oversight of all excavation relative to their property and any future maintenance in future years that may be required with the express intent and purpose of the permit being for maintaining river frontage (flood control) and to permit river access for recreational purposes.

All excavation shall be performed at periods of low water flow typically in late summer or early Fall period, subject to river level and weather conditions.

Grantor shall prohibit river access during time of active excavation via signage and physical barriers. Both grantor and grantee shall mutually agree and co-ordinate time of extraction.

Grantee shall upon approval of this agreement, pay any costs relating to the procurement of all required permits and engineering expense.

The Grantee, in consideration of the mineral value of the sand & gravel extracted, shall pay the Grantor a one-time sum of Fifty Thousand Dollars (\$50,000) for full extraction of sand and gravel as permitted by regulatory permits. The value of compensation to the Grantor is based on the full extraction of 96,000 tons.

Any future work, beyond the initial extraction or maintenance required will be mutually agreed and accepted by both Grantor and Grantee without mineral compensation. Any future costs to keep the permits active for maintenance shall be shared by both parties.

Grantee shall provide proof of liability insurance to Grantor for full time of active extraction.

Grantee shall provide copy to Grantor of all permits relating to extraction, notices and inspections.

The Grantee's work is performed via the terms of this agreement and by mutual benefit by the Grantor and is void of any warranty of damage liability including damage or erosion from flooding or other natural occurrences.

Either the Grantor or the Grantee shall have the right to cancel this agreement after the first full term of the Corps of Engineers permit or not less than 3 years from permit date.

I, the Grantor and Grantee, or my authorized agents, in exchange for such Use Agreement as defined within, do hereby, acknowledge acceptance of all terms and conditions stated within this agreement.

Colerain Township By: _____

Print Name

Title: _____

Date: _____

Welch Sand & Gravel By: _____

Print Name

Title: _____

Date: _____

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Finance Director

Strategic Plan Goal: Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes
Strategic Goal #1: Continue to Provide High Quality Safety Services
Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets

Resolution Authorizing the Adoption of Amended Appropriations

Recommend ADOPTION of the Resolution.

Rationale:

This resolution would increase appropriations across several funds to address expenses that were not included in the 2023 Strategic Plan and Budget. The total increase in appropriations is \$7,440,182. \$3.1 million of those expenses are the result of cost increases for the construction of Fire Stations 26 and 102. The additional expenses are summarized below:

An increase in appropriations in the General Fund (1000) of \$338,026.

- \$23,026 to repay a fire escrow payment for 10884 Gosling Road
- \$100,000 for sidewalk projects on Pippin and Springdale
- \$15,000 to repay a performance "bond" for 9929 Capstan
- \$200,000 transfer to Fund 4101 Capital Project- Fire Fund for the construction of Stations 26 and 102

An increase in appropriations in the Police Fund (2081) of \$2,443,300 and the Law Enforcement Trust Fund (2261) of \$8,250.

- \$1,900,000 in salaries that were budgeted in the American Rescue Plan Fund (2274)
- \$235,800 for principal payments on police cruisers
- \$95,000 for cruiser replacement due to traffic accidents
- \$31,500 for IT replacements, upgrades, and office supplies
- \$156,000 for equipment, including traffic investigation equipment, radios, body cameras, and tasers
- \$25,000 in additional expenses for added officers

An increase in appropriations in the Fire Fund (2111) of \$1,000,000 for the construction of Stations 26 and 102.

An increase in appropriations in the Zoning Fund(2181) of \$40,000 for fees for vacant and foreclosed registration properties.

An increase in appropriations in five new TIF Funds (2913- Abbeytown, 2914- Hunter's Ridge, 2915- Lake Gloria, 2916- Crosley Meadows, and 2917- Copper Creek) of \$5,050 to pay tax collection fees to the county auditor.

An increase in appropriations in the Bond Retirement Fund (3101) of \$505,556 to align appropriations with the total debt service due in 2023. This additional expense will be covered by the bond premium generated when the bonds were sold.

An increase in appropriations in the Capital Project- Fire Fund (4101) of \$3,100,000 to receive the \$200,000

appropriated from the General Fund, \$1,000,000 appropriated from the Fire Fund, and \$1,900,000 reallocated from salaries in the Fire Fund. Those salaries will now be paid out of the American Rescue Plan Fund (2274).

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

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. ____ - 23

**RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS
AND AMENDING THE 2023 STRATEGIC PLAN AND BUDGET**

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, does hereby agree to:

Section 1: Authorize the Colerain Township Fiscal Officer to prepare and submit a schedule of amended appropriations for the year ending December 31, 2023, to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	2023 APPROPRIATIONS
1000	General Fund	\$7,289,134
2011	Motor Vehicle License Tax	\$191,197
2021	Gasoline Tax	\$1,213,325
2031	Road and Bridge	\$1,185,512
2081	Police District	\$11,574,760
2111	Fire District	\$14,932,650
2181	Zoning	\$293,545
2231	Permissive Motor Vehicle License Tax	\$653,760
2261	Law Enforcement Trust	\$439,175
2271	Enforcement and Education	\$4,000
2274	American Rescue Plan	\$7,496,967
2281	Ambulance And Emergency Medical Services	\$1,506,803
2401	Special Assessment - Lighting Districts	\$165,360
2402	CDBG Sidewalk Maintenance Fund	--
2901	TIF - Kroger	\$241,125
2902	Recycling Incentive	\$113,819
2903	TIF - Colerain Towne Center	\$557,825
2904	TIF - Duke	\$216,000
2905	TIF- Northridge	\$1,500
2906	Sidewalk Waiver	\$250,000
2908	CDBG Com Dev Block Grant	\$150,000
2911	Parks & Services	\$1,224,294
2912	Community Center	\$286,844
2913	TIF- Abbeytown	\$100
2914	TIF- Hunter's Ridge	\$600

2915	TIF- Lake Gloria	\$250
2916	TIF- Crosley Meadows	\$100
2917	TIF- Copper Creek	\$4,000
3101	Bond Retirement	\$1,305,556
4101	Capital Project- Fire Fund	\$15,100,000
6001	Self-Insurance Fund	\$2,683,865

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____,

ADOPTED this _____ day of April 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Daniel Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of April 2023. I hereby certify that funds are available and have been lawfully appropriated, authorized or directed for the purposes identified in the attached resolution, and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.

Jeff Baker,
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Finance Director

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services
Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets
Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Resolution Authorizing the Transfer of Township Moneys to Another Township Fund
Recommend ADOPTION of the Resolution.

Rationale:

The cost to construct Fire Stations 26 and 102 are not immune to the inflationary pressure that is impacting the broader economy, and the construction industry in particular. The project team has met regularly to cut costs for both projects, but it is necessary to transfer an additional \$3.1 million to the capital project fund for both projects.

This Resolution would authorize staff to transfer \$200,000 from the General Fund and \$2,900,000 from the Fire Fund, to the Capital Project- Fire Fund. The accompanying Resolution to Amend Appropriations anticipates these transfers.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____p.m., on the ____ day of April, 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
ANOTHER TOWNSHIP FUND**

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 \$2,900,000 from the Fire District Fund (2111) and to authorize a transfer of up to \$200,000 from the General Fund (1000) to the Township's Capital Project- Fire Fund (4101).

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 \$2,900,000 from the Fire District Fund (2111) and the transfer of up to \$200,000 from the General Fund (1000) to the Township's Capital Project- Fire Fund (4101).
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
4. 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 April, 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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township
Fiscal Officer this ____ day of April, 2023.

Jeff Baker
Colerain Township Fiscal Officer

CONSENT ITEMS

Department: Police
Department Director: Ed Cordie, Police Chief

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

New Hire - Police Officer - Police Department - Seth Hillman - \$37.50 per hour
Recommend approval of all consent items.

Rationale:
The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Seth Hillman.

The wage for this job is \$37.50 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on April 26, 2023.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

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

New Hire - Police Cadet - Police Department - Dylan Tamondong - \$15.00 per hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Dylan Tamondong

Dylan comes to the Police Department as a new hire who will be attending Butler Tech Police Academy in July. Dylan will start with the Police Department as a Police Cadet. He will hold this role of Police Cadet until completion of the required OPOTA courses and the final state test.

The wage for this job is \$15.00 per hour for 40 hours per week and will not exceed 1400 hours in a year. Contingent upon Board approval, he would be eligible to begin work after June 1, 2023.

Upon passing the state of Ohio OPOTA test, Dylan will assume the role of a Police Officer. The wage for this job is \$33.65 per hour for 40 hours per week.

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

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

New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Zach Doran - \$16.99 per hour
Recommend approval of all consent items.

Rationale:
The position of Part-Time Firefighter/EMT was posted, applications were received, and interviews conducted. A conditional offer of employment was extended to the following individual:

- Zach Doran

The wage for this job is \$16.99 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 April 30, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position -
☐ Reconfiguration of position - Date of Trustee
☒ Replacement existing vacancy Date of Trustee Approval

Job Code: 130 - PT Firefighter Position Number: 2459 - PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part-Time ☐ Temp/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Zach Doran

Hourly rate: \$16.99 Employee Supervisor: Brad Miller

Min/Max hours/week: 29

Proposed start date: April 23rd, 2023 Eligibility Date: April 23rd, 2023

Tentative schedule of hours: 24 hours

Does this position supervise staff? ☐ Yes ☒ No

Comments: na

Department Head Name: Allen Walls

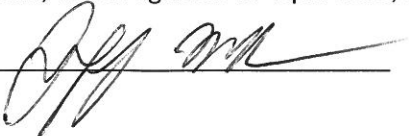
Signature: Allen Walls

Date: April 17th 2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: April 23rd, 2023

Administrator Signature: 

Date: 4/18/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline: Ongoing

Date of initial posting: Ongoing

Date posting closed: Ongoing

Interview Committee: Jennifer Ploeger, Allen Coley, Brad Miller

Interview dates: March 18, 2023

Number of applications: 2

Number of candidates interviewed: 2

CONSENT ITEMS

Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

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

New Hire - Part-Time Facility Maintenance Worker - Public Services Department - Timothy Keyes - \$17 per hour
Recommend approval of all consent items.

Rationale:
The position of Part-Time Facility Maintenance Worker was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Timothy Keyes.

The wage for this job is \$17 per hour for 20 hours per week. Contingent upon Board approval, he would be eligible to fill the role of Part-Time Facility Maintenance Worker due to his extensive HVAC, electrician and facility maintenance experience.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☒ New position - Date of Trustee Approval 4/11/2023
☐ Reconfiguration of position - Date of Trustee
☐ Replacement existing vacancy 04/25/2023

Job Code: 190 - FACILITY MAINT. Position Number: 5132 - FACILITY MAINT. WKR

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Timothy Keyes

Hourly rate: \$17.00 Employee Supervisor: Bob Dellaposta

Min/Max hours/week: 20hrs/week

Proposed start date: 4/26/2023 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday & Wednesday 7:30 AM to 4:00 PM

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Tawanna Molter, Debbie Potzner, Bob Dellaposta

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/18/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/18/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: 04/12/23

Date posting closed: still open

Interview Committee: Deb Potzner, Tawanna Molter, Roger Krebs

Interview dates:

Number of applications: applications are still being accepted

Number of candidates interviewed: applications and interviews are ongoing

CONSENT ITEMS

Department: Public Services
Department Director: Tiphannie Mays, Assistant Administrator

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

New Hire - Seasonal Maintenance Worker - Public Services Department - Cameron Schmale - \$14 per hour
Recommend approval of all consent items.

Rationale:
The position of Seasonal Maintenance Worker was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Cameron Schmale.

The wage for this job is \$14.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on May 19, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy DATE of Trustee Approval 4/25/2023

Job Code: 163-Seasonal Maint. Wkr Position Number 5108-Seasonal Maint. Wkr.

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Cameron Schmale

Hourly rate: \$14.00 Employee Supervisor: Roger Krebs

Min/Max hours/week: 40hrs/week minimum

Proposed start date: 5/1/2023/2023 Eligibility Date: 5/1/2023

Tentative schedule of hours: Monday-Friday 6:30 AM to 3:00 PM

Does this position supervise staff? ☐ Yes ☒ No

Comments: Returning employee

Department Head Name: Tawanna Molter

Signature: Tawanna Molter

Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature]

Date: 4/18/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: 2/3/2023

Date posting closed: still open

Interview Committee: Tawanna Molter, Roger Krebs

Interview dates:

Number of applications: applications are still being accepted

Number of candidates interviewed: applications and interviews are ongoing

CONSENT ITEMS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

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

New Hire - Seasonal Maintenance Worker - Public Services - Justin Matevia - \$14 per hour
Recommend approval of all consent items.

Rationale:
The position of Seasonal Maintenance Worker was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Justin Matevia.

The wage for this job is \$14 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on May 1, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy- Date of Trustee Approval 04/25/2023

Job Code: 163- Seasonal Maintenance Worker Position Number: 5118- Seasonal Maintenance Worker

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Justin Matevia

Hourly rate: \$14.00 Employee Supervisor: Roger Krebs

Min/Max hours/week: 40hrs/week minimum

Proposed start date: 5/1/2023/2023 Eligibility Date: 5/1/2023

Tentative schedule of hours: Monday-Friday 6:30 AM to 3:00 PM

Does this position supervise staff? ☐ Yes ☒ No

Comments: Returning employee

Department Head Name: Tawanna Molter

Signature: Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 5/1/2023

Administrator Signature:

Date:

4/18/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: 2/3/2023

Date posting closed: still open

Interview Committee: Roger Krebs, Tawanna Molter

Interview dates: Rehire

Number of applications: applications are still being accepted

Number of candidates interviewed: applications and interviews are ongoing

CONSENT ITEMS

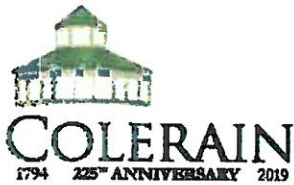
Department: Public Services
Department Director: Tiphannie Mays, Assistant Administrator

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

New Hire - Assistant Director Summer Camp - Public Services Department - Greg Insko - \$15 per hour
Recommend approval of all consent items.

Rationale:
The position of Assistant Director of Summer Camp was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Greg Insko.

The wage for this job is \$15.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 165

Position Number: 5112- Assistant Director of Summer Camp

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Greg Insko

Hourly rate: \$15.00 Employee Supervisor: Leah McMillan/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 5/30/23 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/17/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: Open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 3/29/2023 @ 5 PM

Number of applications: : 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

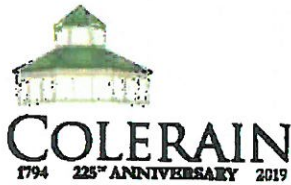
Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - Elaina Ward - \$11 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Elaina Ward.

The wage for this job is \$11.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 166 Position Number: 5113- Summer Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Elaina Ward

Hourly rate: \$11.00 Employee Supervisor: Leah McMillan/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 5/30/2023 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/23

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/17/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: still open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 3/29/2023 @ 4:45 PM

Number of applications: 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

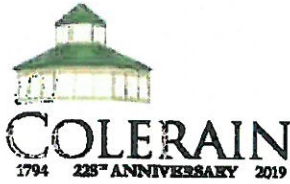
Department: Public Services
Department Director: Tiphannie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - Brady Bowden - \$11.50 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Brady Bowden.

The wage for this job is \$11.50 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 166

Position Number: 5117- Summer Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Brady Bowden

Hourly rate: \$11.50 Employee Supervisor: Leah McMillan/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 5/30/23 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/17/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: Open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 4/3/2023 @ 5 PM

Number of applications: : 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

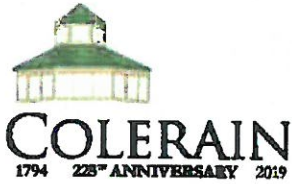
Department: Public Services
Department Director: Tiphannie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - Wesley Lucas - \$11 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Wesley Lucas.

The wage for this job is \$11.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 166

Position Number: 5114- Summer Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Wesley Lucas

Hourly rate: \$11.00 Employee Supervisor: Leah McMillan/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 3 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/17/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: Open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 4/3/2023 @4:30 PM

Number of applications: : 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - Morgan Memory - \$11 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Morgan Memory.

The wage for this job is \$11.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 166

Position Number: 5115- Summer Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☐ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Morgan Memory

Hourly rate: \$11.00 Employee Supervisor: Leah McMillian/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 3 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/17/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: Open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 3/29/2023 @6:00 PM

Number of applications: : 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

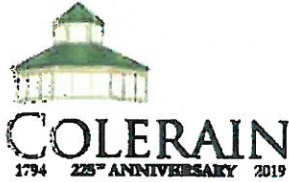
Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - Olivia Howland - \$11 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Olivia Howland.

The wage for this job is \$11.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 166

Position Number: 5116- Summer Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Olivia Howland

Hourly rate: \$11.00 Employee Supervisor: Leah McMillian/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 3 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/17/23

Administrator Signature: [Signature] Date: 4/20/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: Open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 3/29/2023 @5:45 PM

Number of applications: : 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

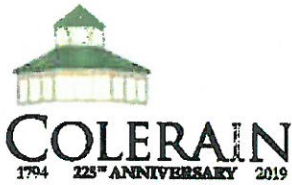
Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - My'Ari Banks - \$11 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: My'Ari Banks.

The wage for this job is \$11.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy - Date of Trustee Approval 04/25/2023

Job Code: 166

Position Number: 5118- Summer Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: My'Ari Banks

Hourly rate: \$11.00 Employee Supervisor: Leah McMillan/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 5/30/2023 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 4/14/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/17/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☒ Internal Bulletin Board

☒ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☒ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 02/22/2023

Date posting closed: Still open

Interview Committee: Debbie Potzner and Leah McMillan.

Interview dates: 3/29/2023 Number of applications: 11

Number of candidates interviewed: 9, 2 were no shows

CONSENT ITEMS

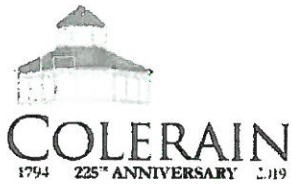
Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

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

New Hire - Summer Camp Counselor - Public Services Department - Gena Horsley - \$13 per hour
Recommend approval of all consent items.

Rationale:
The position of Summer Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Gena Horsley.

The wage for this job is \$13.00 per hour for 30 hours per week. Contingent upon Board approval, this individual would be eligible to begin work on April 26, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 04/25/2023

Job Code: 166-Summer Camp Position Number: 5119-Summercamp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Gena Horsely

Hourly rate: \$13.50 Employee Supervisor: Leah McMillian/Debbie Potzner

Min/Max hours/week: 30hrs/week

Proposed start date: 5/30/23 Eligibility Date: 4/26/2023

Tentative schedule of hours: Monday-Friday 9 AM to 12 PM and 1-3 PM; Friday evenings

Does this position supervise staff? ☐ Yes ☒ No

Comments: Interviewed with Debbie Potzner and Leah McMillan.

Department Head Name: Tawanna Molter

Signature: Tawanna Molter Date: 5/17/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 4/26/23

Administrator Signature: [Signature] Date: 4/18/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: 2/3/2023

Date posting closed: still open

Interview Committee: Deb Pitzner, Tawanna Molter

Interview dates:

Number of applications: applications are still being accepted

Number of candidates interviewed: applications and interviews are ongoing

CONSENT ITEMS

Department: Police
Department Director: Ed Cordie, Police Chief

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

Donation Acceptance - Police Department - Ohio State Eagles - \$5,000
Recommend approval of all consent items.

Rationale:
Colerain Township Police Department is grateful for a \$5,000 donation from Ohio State Eagles in appreciation of their service.

CONSENT ITEMS

Department: Police

Department Director: Jeff Weckbach, Township Administrator

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

Donation Acceptance - Police Department - From Matt Wahlert - \$300
Recommend approval of all consent items.

Rationale:
Colerain Township Police is grateful for a \$300 donation from Trustee Matt Wahlert.

CONSENT ITEMS

Department: Fire

Department Director: Jeff Weckbach, Township Administrator

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

Donation Acceptance - Fire Department - From Matt Wahlert - \$300
Recommend approval of all consent items.

Rationale:
Colerain Township Fire is grateful for a \$300 donation from Trustee Matt Wahlert.