



Minutes

November 14, 2023

1. Opening of Meeting

Ms Ulrich called the meeting to order at 6:00pm.

All trustees and the fiscal officer were present.

2. Executive Session 6PM

Mr Weckbach requested the board of trustees go into executive session in accordance with ORC section 121.22 (G)(1) to discuss the compensation of public employees and also in accordance with ORC section 121.22 (G)(3) to discuss pending or eminent litigation and also in accordance with ORC section 121.22 (G)(4) to discuss collective bargaining sessions.

Motion Mr Unger, Seconded Mr Wahlert

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

Executive session convened at 6:01pm.

Ms Ulrich called the meeting back to order at 7:00pm.

All trustees and the fiscal officer were present.

Mr Weckbach had nothing to report from executive session.

3. Pledge of Allegiance 7PM

All recited the Pledge of Allegiance.

4. Meditation (Moment of Silence)

5. Approval of Minutes

Motion for approval of the minutes from the board of trustees meeting on 10-24-23.

Motion Mr Unger, Seconded Mr Wahlert

All voted Yes. Minutes approved.

6. Presentations

a. Proclamation - Chip Bergquist

After 35 years with Waycross, Chip Bergquist, the Executive Director of the organization, has decided to retire. Chip has been an instrumental part of ensuring that Colerain's various Boards have their content recorded and made available to the viewing public. The Board of Trustees wish to recognize Chip for his years of service through the attached proclamation.

Mr Unger read the proclamation into the record.

Motion to approve proclamation Mr Unger, Seconded Mr Wahlert



All voted Yes. Proclamation approved.

7. Public Hearings

- a. Public Hearing - Case ZA2023-19: Zoning Map Amendment from B-2 to R-3 for 7102 Springdale Road, Parcel 510-0360-0168-00

The Colerain Township Board of Trustees must hold a Public Hearing prior to voting on Zoning Map Amendments.

Motion to open the public hearing Mr Wahlert, Seconded Ms Ulrich

All voted Yes. Public hearing opened.

No one was present to speak.

Motion to close the public hearing Mr Wahlert, Seconded Mr Unger

All voted Yes. Public hearing closed.

8. Citizens Address

No citizens wished to speak.

9. Administrative Reports

Chief Walls - For the month of October we had 823 EMS incidents, 182 fire incidents, we made 28 responses into the Pleasant Run EMS contract area. We had no significant building fires. Our response time for the arrival of the first unit was 4:56. Chief Walls read a letter to the department from the family of Matthew Wellbrock.

Chief Cordie - For the month of October we had 3960 calls for service, a 4.5% increase, 302 traffic stops, 7 OVI arrests, 106 arrests. We had 6 uses of force for the month. We had 1 pursuit for the month and opened 3 internal investigations.

Ms Mays - We're at 226,777 park visits. We've picked up 2,350 bags of litter for the year. Ms Mays thanked all those involved in the student government day. She spoke about an update to the township's drug policy, in response to the recent issue 2 passage.

Mr Miller - The zoning department has been very busy. We issued 74 zoning certificates last month. There were 17 new single family homes and 12 solar projects. Mr Miller gave a shout out to one of our new planners David Peters for his recent work.

Mr Weckbach - Phase 3 of Fort Colerain is underway. Be on the lookout for that next fall.

10. Trustees' Report

Mr Unger - He spoke about the competitive bidding threshold for certain Ohio political subdivisions increasing from \$50,000 to \$70,000. He would like Colerain to stay at \$50,000. On Nov. 22 there is a dedication ceremony for the Buddhist Monastery. He spoke about a call he received regarding 3715 Benhill. He spoke about the Christmas event at



Germania. He mentioned the VFW Turkey Shoot. He congratulated Mr Wahlert and Mr Baker on their recent election victories. He read a letter recognizing gratitude for the Colerain Police Department for their handling of the issue on Memory Lane.

Ms Ulrich - She mentioned she is happy she will continue to work with Mr Wahlert and Mr Baker and congratulated them on their election victories. She spoke about the mock trial and the kids at the student government day.

Mr Wahlert - He thanked everyone who voted. He congratulated Mr Baker on his election victory. He talked about the veterans dinner as well as the banners. He talked about the police levy and said that he has no plans to lay any police employees off. He said the vote is not a reflection of the community. He said our police are fantastic.

11. New Business

Public Safety

- a. Motion to Adopt the Department of Fire and EMS Standards of Response Coverage and Community Risk Assessment Document.

Chief Walls recommended ADOPTION of the Motion.

Rationale: The purpose of the Department of Fire and EMS Standard of Coverage-Community Risk Assessment document is to assist the Department in ensuring a safe and effective response force for fire suppression, emergency medical services, and specialty response situations. In creating this report, the department analyzed many factors including community profiles, community risks, fire-scene tasks, both the type and quantity of emergency calls, detailed response plans, defining baseline and benchmark emergency response performance objectives, and supporting strategic planning and policy development relative to resource procurement and allocation. In addition, the Department of Fire and EMS Standard of Coverage-Community Risk Assessment document is a required element of the Commission on Fire Accreditation International (CFAI) process that the Department of Fire and EMS is currently pursuing. Working towards, achieving, and maintaining accreditation with CFAI will allow the following:

- Provides greater community alignment.
- Encourages quality improvement.
- Facilitates input from and builds positive relationships with labor.
- Identifies areas of strengths and weaknesses.
- It allows for the establishment of a plan for improvement.
- Provides data-supported decision-making.
- Communicates management and leadership philosophies.
- Ensures your agency has a defined mission and related objectives.



- Encourages the development of organizational procedural documents.

Motion Mr Unger, Seconded Mr Wahlert

Discussion:

Mr Weckbach - There is a ton of work and a ton of information in this document.

Hazards are not the same in all sections of the community.

Mr Wahlert - It has the top ten threats. Are those in any kind of order?

Chief Walls - Not specifically. This is the most in depth analysis that we've ever done.

Mr Unger - It's very comprehensive. If anyone at home wants to read it, you can go to our website.

Mr Wahlert - This gives us a guide. The added value is I trust you and your staff to deviate when needed.

All voted Yes. Motion approved.

b. Motor Vehicle Crash Billing Discussion

The costs of responding to motor vehicle crash incidents can be significant. The tools, equipment, and workforce time used for these responses could be recoverable with minimal additional work for the department. As of 11/2/2023, the Department of Fire and EMS has responded to 395 motor vehicle crash incidents with a significant number of these incidents being non-residents. The purpose of this agenda item is to allow the Trustees an opportunity to discuss the concept of billing for motor vehicle crash responses, who should be charged, and to discuss contracting this service similar to how EMS billing is contracted. Depending on the outcome of this conversation, staff will bring forward additional action items at future meetings.

Discussion:

Chief Walls - As of November 2nd we have responded to 395 motor vehicle crash incidents with a significant number of those being non-residents. There's an opportunity for about \$1.6 Million in revenue.

Mr Wahlert - What other jurisdictions do this?

Chief Walls - The City of Harrison does. They make about 4,000 calls, and we make about 12,000 calls.

Mr Unger - I would rather bill non-residents.

Chief Walls - That's what I propose, non-residents.

Mr Weckbach - It's not going to be perfect, because there are some folks that don't update their vehicle registration when they move.

c. Resolution Declaring Nuisance and Ordering Abatement

Chief Cordie recommended ADOPTION of Resolution #152-23.

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

9598 Amarillo Ct 510-0051-0290-00

2539 Grant Ave 510-0031-0094-00

7561 Sheed Rd 510-0221-0021-00

2458 Tiverton Ln 510-0043-0154-00

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2532 Topeka St 510-0051-0328-00

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

Motion Mr Wahlert, Seconded Mr Unger

No discussion:

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

Resolution passed.

d. Resolution Declaring a Junk Motor Vehicle - 2620 Cornwall Dr. - 1 of 4

Chief Cordie recommended ADOPTION of Resolution #153-23.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 2620 Cornwall Dr. Cincinnati, Oh 45231 1. (OH) FIL3685, 2006, BLUE, BUICK, LUCERNE 2. (OH) JHH7974, 1991, BLUE, FORD, CROWN VICTORIA.

Motion Mr Unger, Seconded Ms Ulrich

No discussion:

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

Resolution passed.

e. Resolution Declaring a Junk Motor Vehicle - 2629 Cornwall Dr. - 2 of 4

Chief Cordie recommended ADOPTION of Resolution #154-23.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 2629 Cornwall Dr. Cincinnati, Oh 45231 1. (OH) JBC3497, 1994, BLACK, CHEVY, SILVERADO.

Motion Mr Unger, Seconded Mr Wahlert

No discussion:

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

Resolution passed.

f. Resolution Declaring a Junk Motor Vehicle - 3183 Lapland Dr. - 3 of 4

Chief Cordie recommended ADOPTION of Resolution #155-23.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 3183 Lapland Dr 45239 1. (NO PLATE), 2003, GOLD, CHEVY, TRAILBLAZER 2. (NO PLATE), 2006, BLUE, BUICK, LUCERNE 3. OH-KCE2648, 1988, BLUE, FORD, F-250.

Motion Mr Unger, Seconded Mr Wahlert

No discussion:

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

Resolution passed.

g. Resolution Declaring a Junk Motor Vehicle - 10138 Menominee Dr. - 4 of 4

Chief Cordie recommended ADOPTION of Resolution #156-23.

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Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 10138 Menominee Dr. Cincinnati, OH 45251 1. (OH) JUST46, 2003, BLACK, GMC, YUKON.

Motion Mr Wahlert, Seconded Mr Unger

No discussion:

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

Resolution passed.

h. Discussion - Police District Fund Balance and Potential Police Levy for 2024
Primary Election

Staff seeks direction from the Board of Trustees to solve the 2024 Budget Structural Deficit in the Police District Fund. Rationale: Attached to this agenda is a drafted five-year forecast that has been updated to reflect the November Election. At that election, a ballot initiative to correct a structural imbalance in the Police Department was voted down. There is therefore a structural deficit in the Police District Fund (2081) of nearly \$4 million for the 2024 fiscal year. To solve this short-term gap, staff is proposing the following budgetary measures:

- A hiring freeze
- Elimination of all capital requests for the Police Department for 2024
- Elimination of several non-capital operating purchases (radios, printers, VAV boxes, other equipment)

The above police specific items would address nearly \$2 million of the \$4 million shortfall. Staff is recommending a one-time transfer of \$2 million from the General Fund to cover the shortfall. The General Fund is stable in the multi-year forecast, however this would draw down reserves by around one third of total fund balance. Staff has evaluated several options to reduce costs in the General Fund and are prepared to supplement this conversation with those items if desired.

Discussion:

Mr Wahlert - We're calling this a short-term plan. Is that for 2023 or 2024?

Mr Weckbach - 2024

Mr Wahlert - 2023 we're at where we're at.

Mr Weckbach - We are for 2023.

Mr Wahlert - There would be no lay-offs with the police force?

Mr Weckbach - No lay-offs, just maintain the staff we have on the books at this moment.

Ms Ulrich - What is the minimum we can ever take our general fund down to?

Mr Weckbach - That minimum is set by policy by you all.

Mr Unger - At this point, I don't think we have much of a choice, but to take money out of the general fund.

Mr Weckbach - My understanding is that the millage will be based off the new valuation.

i. Resolution Of Necessity For Levying A Tax Exceeding Ten-Mill Limitation For



The Police Department Of The Township

Mr Weckbach recommended ADOPTION of Resolution #157-23.

Rationale: This resolution would direct the Township Administrator to request the County Auditor to certify rates for a levy in excess of the ten-mill limitation at a millage to be determined by the Trustees. This resolution has a blank space for the millage amount to allow the Trustees to decide an amount to request of the Auditor. From a process standpoint, the rates of the levy must be certified by the Hamilton County Auditor prior to any levy being placed on a ballot. The next election is in March of 2024 and any ballot initiative would need to be certified by resolution and delivered to the Board of Elections by December 20th. The action contemplated with this agenda item would allow the Auditor to certify millage and return a rate before our December 12th Board meeting. At that time, the Board can take final action on any new levies to be placed on the March ballot.

Motion for 3 Mills Mr Unger, Seconded Ms Ulrich

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

Resolution for 3 Mills passed.

Motion 3.99 Mills Ms Ulrich, Seconded Mr Unger

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

Resolution for 3.99 Mills passed.

Motion for 3.65 Mills Mr Wahlert, Seconded Mr Unger

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

Resolution for 3.65 Mills passed.

Development

Resolution Declaring to be Public Purpose Certain Public Improvements Which are Necessary for the Further Development of Certain Parcels within the

- a. Township To Be Known as the Pottinger TIF District and Authorizing the Execution of Tax Incentive Agreement and Establishing a Tax Increment Equivalent Fund

Mr Miller recommended ADOPTION of Resolution #158-23.

Rationale: The creation of this Tax Incentive Financing District will allow for revenues to be generated to fund public improvements in the Township.

Motion Mr Unger, Seconded Mr Wahlert

Discussion:

Mr Unger - As this board and two previous boards have done, we have included the school district.

Mr Wahlert - Does the county have to approve?

Mr Weckbach - We have cleared that hurdle. We are in the clear with the county.

Mr Wahlert - So they do not need to vote?

Mr Weckbach - They do not need to vote.

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

Resolution passed.

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- b. Resolution to Approve or Deny Case ZA2023-19: Zoning Map Amendment from B-2 to R-3 - 7102 Springdale Road

Mr Miller recommended ADOPTION of Resolution #159-23.

Rationale: This residential property at 7102 Springdale Road has always been used for residential purposes but appears to have been inadvertently re-zoned to B-2 designation during a comprehensive Zoning Resolution revision. The zoning should revert to its original R-3 designation.

Motion to approve Mr Wahlert, Seconded Ms Ulrich

Discussion:

Mr Unger - I looked at the information and it is a house down a steep hill. It's probably because someone included that whole area in a zoning change. Clearly it's a residential structure.

Mr Miller - All the homes next to it are zoned residential.

Mr Wahlert - What bothers me is, how many others are out there?

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

Resolution passed.

Administration

- a. Resolution Authorizing the Adoption of Amended Appropriations

Mr McElravy recommended ADOPTION of Resolution #160-23.

Rationale: Adoption of this Resolution would align appropriations with forecasted revenue and allow for the Township to service the debt on the two new fire stations. More specifically: It would increase appropriations in the Fire District Fund (2111) by \$505,556 to facilitate the transfer of those funds to the Bond Retirement Fund. It would increase appropriations in the General Fund (1000) by \$409,000 to address a delay in the schedule for the current phase of Fort Colerain (\$400,000) in Colerain Park and ensure that funds are available for the final health insurance invoices of the year (\$9,000). When the Township receives reimbursement for Fort Colerain from the state, those funds will be receipted to the General Fund. In a corresponding adjustment, adoption of the Resolution would authorize the reduction in appropriations in the Parks Fund (2911) by \$400,000. And finally, adoption of the Resolution would reduce appropriations in the Self Insurance Fund (6001) by \$524,000, due to health insurance cost savings in the current plan year.

Motion Mr Unger, Seconded Mr Wahlert

No discussion:

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

Resolution passed.

- b. Resolution Amending Resolution 69-23 and Authorizing the Transfer of Township Monies to Another Township Fund

Mr McElravy recommended ADOPTION of Resolution #161-23.



Rationale: Last May, the Board of Trustees adopted Resolution 69-23, which authorized the transfer of \$505,556 from the Capital Project- Fire Fund (4101) to the Township's Bond Retirement Fund (3101). The transfer should have been from the Fire District Fund (2111) to the Township's Bond Retirement Fund (3101). This Resolution would amend that resolution to correct the error.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion:

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

Resolution passed.

- c. Motion Authorizing Township Administrator to execute a contract with Arcoro for Human Resources Management Software License Renewal.

Ms Mays recommended ADOPTION of the Motion.

Rationale: Arcoro is the Township's management software that is utilized by the Human Resources Department. The license renewal is for CoreHR and EZ Sign software which streamlines the hiring, onboarding and employee training processes along with other functional processes for human resource management. This contract has historically been renewed on an annual basis. However, Arcoro is offering the Township a 28-month contract that will coincide with the Benefits Management software as well as guarantee a price lock at \$9,000 and \$500 (respectively) per year. This price lock will save the Township approximately \$4,000 per year over the 28-month period.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

- d. Motion Authorizing Township Administrator to Execute a Contract with KBC Inc. for 4200 Basement Remodel at a Cost of \$119,840

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: In late 2022, the transformer servicing the Colerain Township Training Center suffered significant damage that would cost over \$130,000 to repair. Staff began to explore alternative options for housing the training programs for the Cincinnati State Paramedic program. One alternative was to renovate the basement of 4200 Springdale Road. In discussing this option with other staff, the Police Department also saw an opportunity to convert additional underutilized space in the basement into a 60 person classroom to host OPOTA related trainings. The Board of Trustees released a bid packet for this project on October 11, 2023. Bids were due on November 3, 2023 and two companies responded to the bid packet:

- AKJ Construction: \$166,750
- KBC, Inc: \$119,840

Both bid packets are included in full for review. Once this project is complete, staff will work with the Trustees on a disposition process for the Fire Training Center located at 11865 Colerain Ave.

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Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Wahlert - I will be abstaining from this vote.

Mr Weckbach - If approved we would schedule a meeting as quickly as possible with KBC anticipating that most of the work will be done over the winter months.

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

Motion approved.

- e. Motion to Set Public Hearing for Sidewalk Maintenance Assessments for December 12 at 7PM

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: Historically, sidewalks along Colerain Township streets have been maintained by the adjacent property owner. Any defects or maintenance issues with the sidewalks (or driveway aprons) are considered property maintenance violations under the Township's Property Maintenance Code and are to be corrected by property owners. In 2020, the Township conducted its first phase of the Sidewalk Maintenance Program, funded through CDBG dollars. In 2023, the Township continued to make progress on sidewalk repairs through an additional phase of this program. This public hearing provides residents with an opportunity to discuss potential assessments that will be issued related to the project. This public hearing is required by state law prior to the Trustee action related to an assessment. The affected residents were sent a letter with information about the program and were provided with the opportunity to complete the work themselves. If the resident completed the work prior to the start of the project, then they would not be included in the program and not receive an assessment. Attached is a list of addresses with the cost for the work to be completed. The final assessments are spread over a five year timeframe in equal amounts.

Motion Mr Unger, Seconded Mr Wahlert

No discussion.

All voted Yes. Motion approved.

12. Old Business

13. Consent Items

- a. Donation Acceptance - Department of Fire and EMS - Meiners Family - \$200.00 (Kroger Gift Cards).

Colerain Township Department of Fire and EMS is grateful for a \$200.00 donation (Kroger Gift Cards) from residents Moose and Janet Meiners in appreciation for a quick and professional response.

- b. Contract - Zix - User Agreement - \$712.50 - 10 Month Term

This agreement will allow the Township to utilize Microsoft Office and 365 platforms. It is set to expire when the Township's primary contract is set to expire on October 17,

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2024. This contract will cost \$712.50.

c. Grant Contract - Council on Aging - Congregate Meals - \$0 -Expires 09-30-2026
The attached agreement is for a grant with the Council on Aging to support our congregare meals at the Senior Center and our related transportation costs. The cost of this contract is \$0 and will result in revenue of up to \$32,266 per year.

Motion to approve all consent items Mr Unger, Seconded Mr Wahlert

Discussion:

Mr Unger - The Meiners Family did send us a nice letter regarding our Fire Department. Mr Unger read the letter.

All voted Yes. All consent items approved.

14. Fiscal Office Report

Mr Baker thanked the voters and he looks forward to serving as Colerain Township Fiscal Officer for four more years. The October financial's have been added on the website.

Lastly, regarding public records requests, we have had 707 public records requests year to date and about a dozen that are yet to be fulfilled.

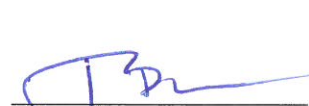
15. Executive Session – if needed

Not needed.

16. Adjournment

Motion to Adjourn Mr Unger, Seconded Mr Wahlert

All voted Yes. The meeting adjourned at 8:44pm.



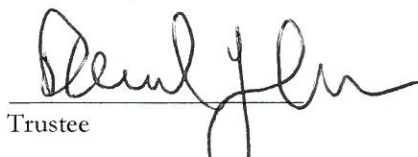
Fiscal Officer



Trustee



Trustee



Trustee

PROCLAMATION FOR
CHIP BERGQUIST
FOR HIS YEARS OF DEDICATED SERVICE
TO COLERAIN TOWNSHIP, OHIO

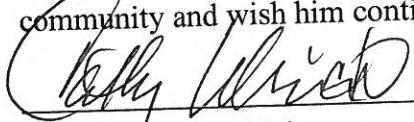
COLERAIN

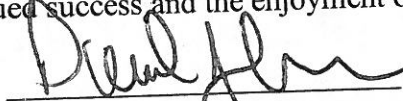
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- Whereas** Chip Bergquist graduated from Indiana University Bloomington where he studied telecommunications and began working at Waycross Community Media in 1988; and
- Whereas** Chip became the Executive Director at Waycross in 1996, beginning a long and illustrious career. Chip is only the second Executive Director in Waycross' 41-year history; and
- Whereas** Chip managed the purchase and renovation of the building where they are located and managed the transition between ¾ inch tapes to SVHS tapes to miniDV to digital media, along with the transition from SD to HD; and
- Whereas** Chip has worked diligently to encourage legislation that supports media at both the state and national levels, including education drives and testimony in 2007 in Columbus for SB 117, the Cable Television Bill; and
- Whereas** Chip Bergquist has been instrumental in providing media services for Colerain Township. He is retiring from Waycross Media after 35 years of dedicated service to the community.

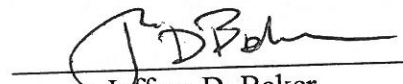
Therefore, be it resolved, that the Colerain Township Board of Trustees recognizes Chip Bergquist for his dedication and enthusiasm working with Colerain Township for our media needs. Chip has contributed greatly to our community during his tenure with Waycross Media.

Be it further resolved that in recognition of all that Chip Bergquist has done for Colerain Township, the Colerain Township Board of Trustees hereby proclaim Wednesday, November 15, 2023, as a special day of recognition for Chip Bergquist to acknowledge his contributions to our community and wish him continued success and the enjoyment of retirement.


Cathy Ulrich
Trustee


Daniel Unger
Trustee


Matt Wahlert
Trustee


Jeffrey D. Baker
Fiscal Officer

Date: November 14, 2023