

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Special Meeting of the Board of Trustees - October 22, 2024

1. **Opening of Meeting** 6pm
2. **Presentations**
 - a. Presentation - Capital for 2025 Budget and Capital Reserve Request
 - b. Presentation - Policy Modification Recommendations
3. **New Business**
 - Administration**
 - a. Discussion - 2025 Capital Budget
 - b. Discussion - Policy Book Updates
4. **Adjournment**

PRESENTATIONS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Presentation - Capital for 2025 Budget and Capital Reserve Request

No action is requested of the Board.

Rationale:

Staff will provide a presentation of the requested capital items for 2025, the major projects capital list, and a recommendation on modifying capital purchasing to allow for additional progress to be made on deferred maintenance.

2025 Capital Budget Review

R e c o m m e n d a t i o n s

Vehicle and Facility Plan

Department	Project/Equipment	2025	2026	2027	2028	2029
Administration	Windows for 4200	-	100,000	-	-	-
Administration	Elevator Replacement	60,000	-	-	-	-
Administration	Parking lot repairs	200,000	-	-	-	-
Administration	Gutters	40,000	-	-	-	-
Development	Plotter Replacement	-	-	15,000	-	-
Fire & EMS	Station 26&102	1,607,830	-	-	-	-
Fire & EMS	Ladder Payment	105,500	105,500	-	-	-
Fire & EMS	District 25 Vehicle	80,000	-	-	-	-
Fire & EMS	Staff cars for Hydrant Workers	20,000	20,000	20,000	-	-
Fire & EMS	Ambulance Remount	190,000	-	190,000	-	190,000
Police	Undercover Vehicles	75,000	75,000	75,000	95,000	-
Police	Cruiser Replacements	290,000	-	-	-	-
Public Services - Roads	Road Program	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
Public Services - Roads	Truck Replacement	130,000	-	-	-	-
Public Services - Roads	Salt Truck Replacement	-	250,000	-	-	250,000
Public Services - Parks	Groesbeck Park Improvements	-	100,000	-	-	-
Public Services - Parks	Replacement of Truck	-	-	28,000	-	-
Public Services – Parks	Bobcat Auger	-	-	-	11,000	-
TOTAL		4,698,330	2,550,000	2,228,000	2,006,000	2,340,000

New Approach/Recommendation on Deferred Maintenance

To make progress on existing deferred maintenance, staff is recommending:

- An annual review of budget to actuals in each department on or about the February board meeting
- 75% of any budgetary surplus be re-allocated with permanent appropriations in March to be spent on deferred maintenance

Major Capital Projects

Project/Equipment	2025	2026	2027	2028	2029	GRANTS	FUNDING GAP
Springdale Road - Loralinda to Colerain	1,099,740	-	-	-	-	237,500	862,240
Poole Road - Colerain to Cheviot	429,788	531,788	-	-	-	265,894	695,682
Joseph Road - Colerain to Cheviot	500,000	-	-	-	-	500,000	-
Springdale Road - Yellowwood to Poole	100,000	100,000	402,000	-	-	202,000	400,000
Compton Road - Colerain to Pippin	-	-	300,000	1,800,000	-	1,000,000	1,100,000
TOTAL	2,129,528	631,788	702,000	1,800,000	-	2,205,394	3,057,922

Capital Reserve

The Capital Reserve has a fund balance of \$1,185,633.

This was established in 2023 and can be used for large or small capital projects, as determined by the Board.

As part of the 2025 Budget Process, Department's were provided an opportunity to request use of the capital reserve. No Department requests were made for the 2025 cycle.

Staff is recommending any purchase or installation of gates for Parks be taken from the capital reserve. This is estimated at \$300,000 per park.

Discussion and Questions

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PRESENTATIONS

Department: Administration
Department Director: Tiphany Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Presentation - Policy Modification Recommendations

No action is requested of the Board.

Rationale:

Staff has conducted an internal review of all existing policies that have been adopted by the Board of Trustees. Staff will walk through the various policy modification recommendations for the board for discussion.

Policy Book Update

POLICY BOOK UPDATE

- The last overhaul of the policy book was approved on January 22, 2019.
- There have been several key factors that influenced an update:
 - New leadership
 - Updated technology
 - Staffing issues that had been silent in policy
 - New Multi-Year Strategic Plan launched this year
 - Staff Satisfaction Survey conducted in June



KEY AREAS OF POLICY GUIDANCE

There are seven (7) “chapters” of the policy book that cover each operating department within the Township:

1. Human Resources
2. Fiscal
3. Records Retention
4. Other Relevant Policies
5. Public Services
6. Police
7. Fire & EMS





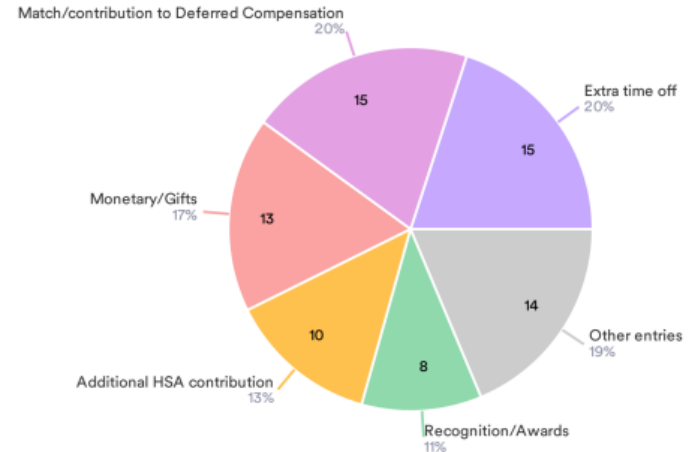
1.0 HUMAN RESOURCES POLICY UPDATES

1.0 Human Resources – Policy Updates

- Thirty-seven (37) existing policies in total.
- Identified the opportunity to merge “like” policies.
 - For example, the Health Insurance Policy and Medical Expense Reimbursement Program (MERP) are related however, they were identified into two separate policies.
- After conducting a staff satisfaction survey in June, staff identified the need to add incentives to this section of our policies.
 - The survey found that 69% of the employees surveyed are motivated by incentives such as awards, monetary gifts, contributions to Deferred Compensation, etc.
- Three (3) new policies added for consideration.

12) What type of incentives motivates you the most? Choose all that apply:

75 Responses



1.0 Human Resources – Policy Updates

- Most policies received simple updates such as spelling and grammar.
- Four policies received added or updated recommendations for changes:
 - 1.5 Work Hours & Pay Schedule: Added Longevity Pay incentive of \$60 per year of full-time service, upgraded to \$100 per year at year nine (9) for a max incentive payment of \$1,680 at year twenty (20).
 - 1.9 Paid Time Off: Largest update of all 37 policies which includes:
 - Mental/Behavior Health qualifications for sick time use (not included previously)
 - Delegated authority pay (compensation for “double duty” when stepping into a higher role)
 - Sick leave sell-back incentive (sick leave bank must be more than 960 hours to qualify)
 - Limits on sick time donation (donors can not dip below 480 hours after donation for FMLA purposes)
 - Funeral leave for immediate family members (employees need to use their leave bank in this unfortunate situation)
 - These updates are currently being observed and have been approved in various CBA’s for our Union employees.
 - 1.10 Leaves of Absence Policy: Added paid parental leave incentive
 - 1.12 Disability and Early Retirement Notification Policy: Added incentive to notify Human Resources of pending retirement. This allows staff to properly plan for the departure and develop a sustainable succession plan.
 - 1.21 Tuition Reimbursement Policy: Updated reimbursement threshold for reimbursement amounts to reflect inflation and the rising costs of education.

1.0 Human Resources – Policy Updates

- Two (2) new policies are recommended for consideration:
 - Child Companion Policy
 - Guidelines for instances that require an employee to bring their child to the workplace.
 - Electronic Timekeeping Policy
 - Guidelines for managing staff time sheets in the electronic software and time clocks.





2.0 FISCAL POLICY UPDATES

2.0 Fiscal – Policy Updates

- Sixteen (16) approved policies in existence. Three (3) were most recently adopted at the June 25, 2024 Board meeting:
 - Methods of Payment
 - Electronic Vendor Fraud
 - Bank Account Fraud Prevention
- One (1) policy update:
 - 1.0 – Purchasing Card: Changed language to reflect new banking processes with First Financial Bank.
- One (1) new policy for consideration:
 - Economic Development Incentives Policy

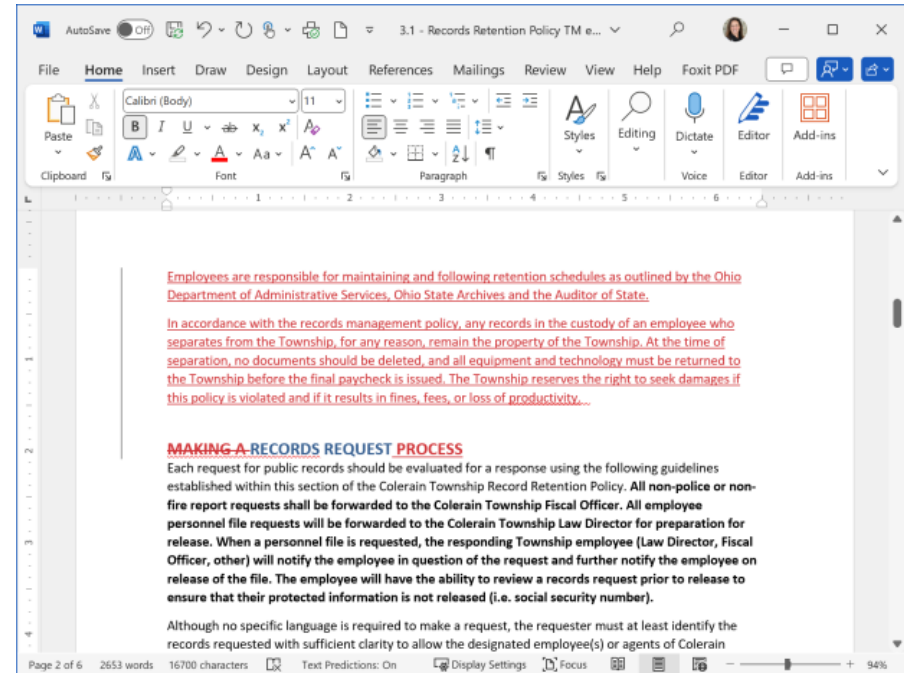




3.0 RECORDS RETENTION POLICY UPDATES

3.0 Records Retention – Policy Updates

- Stand alone policy with its own “chapter”.
 - Merged this into the “General Policies” to reduce chapter count.
- Updated language to reflect that all records are owned by the Township and that employees follow the Records Retention Policy.



A series of thin, vertical, light brown lines of varying heights and slight curves, creating a textured, grass-like or reed-like effect along the top edge of the page.

4.0 OTHER RELEVANT POLICIES POLICY UPDATES



4.0 Other Relevant Policies – Policy Updates

- Name change update to “3.0 - General Policies” and merged Records Retention Policy into the same chapter.
- One (1) policy updated with recommendations for consideration:
 - 4.3 Drone Policy:
 - Changed name to “Aerial Apparatus Policy”
 - Added language to include other manned and unmanned aerial devices such as rockets, hot air balloons, etc.
 - Now these items will also need to apply for a permit with the Township to be flown on Township property.
- One (1) policy added with recommendations for consideration:
 - Generative Artificial Intelligence:
 - Addresses the ability to utilize the tool and employee responsibilities in doing so.



5.0 – 7.0 DEPARTMENTAL POLICIES POLICY UPDATES



5.0 -7.0 Departmental Policies – Policy Updates

- 5.0 Public Services
 - Policy 5.3 Park Rental Policy and 5.21 Special Event Policy were merged along with cleaning up some language that made the policies more in-tune with each other.
 - Policy 5.24 Tree Policy and 5.27 Tree Transplant Policy were merged along with cleaning up some language that made the policies more in-tune with each other.
- No other major policy changes within the other departments.

An aerial photograph of a playground. On the left, there is a large green slide and a red climbing structure. In the center, there is a splash pad with water spraying from several nozzles. The playground is surrounded by green grass and trees. The word "QUESTIONS?" is overlaid in the center of the image.

QUESTIONS?

Thank you

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ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Discussion - 2025 Capital Budget

Staff seeks direction on this issue.

Rationale:

Staff seeks feedback from the Board of Trustees through dialog on the 2025 Capital Plan and what, if any, projects should be funded from the Capital Reserve.

Staff also seeks to gain clarity on the multi-year plan and big picture strategies that should be considered for use of the capital reserve. Of note, staff is recommending that in February of each year, that a full review of the prior year budget for each department be conducted. As part of this review, staff is recommending that 75% of any surplus from the prior year budget be permitted to be re-appropriated with permanent appropriations for capital use. For example, if the Fire Fund has a net surplus of \$1,000,000 at year end 2024, then \$750,000 of the net surplus can be allocated with 2025 permanent appropriations for capital needs (this would be outside of any capital discussed today or approved with temporary appropriations in December). This process would incentivize departments to find new ways for additional revenues and to find ways to save dollars throughout the fiscal year. I would also allow a portion of those net savings to go back to fund balance, further extending levies while making progress on deferred maintenance.

ADMINISTRATION

Department: Administration
Department Director: Tiphonie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Discussion - Policy Book Updates

Staff seeks direction on this issue.

Rationale:

As part of the 2024 Strategic Plan, staff committed to a full review of all existing board policies. Staff is seeking recommendation on policy modifications as presented. Specifically, staff would like additional guidance/feedback on any policy changes that should not be enacted as proposed, additional policies that should be amended/added, or policies that should be deleted.

Of the previously discussed policies, staff would like to ensure that the board has time to discuss the following policies in depth:

- 1.5 Work Hours & Pay Schedule: Added Longevity Pay incentive
- 1.9 Paid Time Off: Largest update of all 37 policies which includes:
 - Mental/Behavior Health qualifications for sick time use (not included previously)
 - Delegated authority pay (compensation for “double duty” when stepping into a higher role)
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