COLERAIN
TOWNSHIP ~ OHIO

Minutes

November 12, 2024

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 recommended the board of trustees convene to executive session in accordance with ORC section 121.22 (G)(3) to discuss pending or imminent litigation and also in accordance with ORC section 121.22. (G)(1) to discuss compensation of public employees or officials.
Motion Mr Unger, Seconded Ms Ulrich
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 7:01pm.
All trustees were present.

Mr Wahlert motioned to temporarily appoint Mr Weckbach Fiscal Officer for the purposes of recording the minutes. Seconded Mr Unger
All voted Yes.

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**
Mr Weckbach recommended a motion for the approval of the minutes from the special meeting of the board of trustees on 10-22-24.
Motion Mr Wahlert, Seconded Ms Ulrich
All voted Yes. Minutes approved.

Mr Weckbach recommended a motion for the approval of the minutes from the regular meeting of the board of trustees on 10-22-24.
Motion Mr Unger, Seconded Mr Wahlert.
All voted Yes. Minutes approved.

6. **Presentations**

a. Presentation by Chief Walls Introducing and Swearing-in a Newly Promoted Employee

Chief Walls introduced and administered the Oath of Office to the department's newest Career Firefighter:

• Nathan Schaerer

b. Presentation of Draft 2025 Budget Book and Strategic Plan

Staff provided an overview of the drafted 2025 Strategic Plan and Budget book. This is an update to the previously adopted 2024-2026 Strategic Plan. The draft book can be found online here:
https://stories.opengov.com/coleraintownshiphamiltonoh/published/8YKf5uANJk.

7. **Citizens Address**

Steven Smith - He spoke about his experience with a police officer not shaking his hand when he asked questions.

Sonam Tamang- He spoke about the drug crisis that is facing Ohio.

8. **Administrative Reports**

Fire Chief Walls - For the month of October we had 762 EMS incidents, 200 fire incidents, we made 30 calls into the Springfield Twp./Pleasant Run EMS contract area and 1 call into the West College Hill contract area. We had 2 significant fires. Reported fire loss was $54,500, property value saved was $4.4 Million dollars. Our average response time for the first unit was 5:28.

Police Chief Cordie - For the month of October the police department responded to 3756 calls. That's 121 calls per day. We conducted 263 traffic stops, handled 154 crash reports, made 88 arrests. We made 15 OVI arrests. We had 4 uses of force, 2 vehicle pursuits and 0 internal investigations.
Code Enforcement for the month - we had 99 inspections, 47 violations closed, 186 contacts, 10 property maintenance violations, 22 abandoned vehicle investigations.

Assistant Administrator Mays - Park vehicle counts are:
Clippard Park - 69,948., Heritage Park - 59,538, Colerain Park - 57,266.
1700 bags of litter have been collected for the year.

Development Director Miller - Zoning certificates for the month of October was a total of 44. Construction season is dropping. 4 new single family homes, 6 solar projects.

Communication Specialist Tracey-Noren - She showed an earned media clip on Colerain Twp.

Mr Weckbach - He spoke about a new disc golf course in Colerain. He spoke about give back day and the upcoming Thanksgiving Season.

9. **Trustees' Report**

Mr Wahlert - He thanked the involvement of the Library. He congratulated LaSalle High School in their victory over Elder. He thanked everyone who voted. He thanked all those who organized the Veterans event. He spoke about the Elder Veterans Mass. He spoke about the speed humps on Colerain Ave. in the city of Cincinnati.

Mr Unger - He spoke about the construction of one of the new WaWa's. He spoke about cars running over the welcome to Colerain sign. He thanked the Public Works Department for addressing it. He congratulated the Germania Society for a successful event. He mentioned the veterans event. He mentioned the historical society event coming up. He thanked everyone for behaving during the election.

Me Ulrich - She said it was a beautiful day to work the polls on election day. She spoke about the veterans event. She wished a Happy Thanksgiving to everyone. She spoke about the citizens police academy.

10. **New Business**

Public Safety

a. Motion to Appoint Members to the Code Enforcement Review Board
Chief Cordie recommended ADOPTION of the Motion.
Rationale: Staff recommends approval of a motion to appoint the following member to the Code Enforcement Review Board:
• Gary Henson - re-appoint to fill Trustee A slot which will expire December 31, 2028
• Jennifer Baldwin - re-appointed to fill Fiscal Officer slot which will expire December 31, 2028
• Michelle Farris - be appointed into the currently vacant Administrator slot which will expire December 31, 2026.

Motion Mr Wahlert, Seconded Mr Unger
No discussion.

All voted Yes. Motion approved.

b. Resolution Declaring Nuisance and Ordering Abatement
Chief Cordie recommended ADOPTION of Resolution #139-24.
Rationale: This resolution allows for the removal of uncontrolled vegetation and/or refuse at the following properties:
2885 Regal Ln 510-0060-0179-00
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 Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

c. Resolution Declaring a Junk Motor Vehicle - 9333 Brehm Rd. - 1 of 3
Chief Cordie recommended ADOPTION of Resolution #140-24.
Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:
9333 Brehm Rd. Cincinnati, OH 45252 (NO TAG) 1980, White/Red, Sterling, 5700.
Motion Mr Unger, Seconded Mr Wahlert
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

d. Resolution Declaring a Junk Motor Vehicle - 3248 Rinda Lane - 2 of 3
Chief Cordie recommended ADOPTION of Resolution #141-24.
Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:
3248 Rinda Ln. Cincinnati, OH 45231 (OHIO), KDY2275, 2007, Grey, Saturn, Unknown Model.
Motion Mr Wahlert, Seconded Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

e. Resolution Declaring a Junk Motor Vehicle - 3191 Deshler Dr. - 3 of 3
Chief Cordie recommended ADOPTION of Resolution #142-24.
Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:
3191 Deshler Dr. Cincinnati, OH 45251 1. (OHIO), GLJ4794, 1993, Green, Chevrolet, S10 2. (OHIO), FUF5743, 1998, Tan, Suzuki, Vitara.
Motion Mr Unger, Seconded Ms Ulrich

No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

f. Resolution Declaring Property as a Vacant Registrable Property - 2563 Niagara St. - 1 of 5

Chief Cordie recommended ADOPTION of Resolution #143-24.
Rationale: The Code Enforcement Review Board (CERB) held a case and hearing on the below property to consider it as vacant. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare this property vacant and to resolve that it be registered, and fees assessed against the property at the below address: 2563 Niagara St. Colerain Township, OH 45251.
Motion Mr Wahlert, Seconded Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

g. Resolution Declaring Property as a Vacant Registrable Property - 2594 Retford Dr. - 2 of 5

Chief Cordie recommended ADOPTION of Resolution #144-24.
Rationale: The Code Enforcement Review Board (CERB) held a case and hearing on the below property to consider it as vacant. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare this property vacant and to resolve that it be registered, and fees assessed against the property at the below address:
2594 Retford Dr.
Motion Mr Wahlert, Seconded Mr Unger
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

h. Resolution Declaring Property as a Vacant Registrable Property - 2638 Cranbrook Dr. 3 of 5

Chief Cordie recommended ADOPTION of Resolution #145-24.
Rationale: The Code Enforcement Review Board (CERB) held a case and hearing on the below property to consider it as vacant. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare this property vacant and to resolve that it be registered, and fees assessed against the property at the below address:
2638 Cranbrook Dr. Cincinnati, OH 45251
Motion Mr Unger, Seconded Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes

Resolution passed

i. Resolution Declaring Property as a Vacant Registrable Property - 2909 Greenbrook Ln. - 4 of 5

Chief Cordie recommended ADOPTION of Resolution #146-24.
Rationale: The Code Enforcement Review Board (CERB) held a case and hearing on the below property to consider it as vacant. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare this property vacant and to resolve that it be registered, and fees assessed against the property at the below address:
2909 Greenbrook Ln. Cincinnati, OH 45251
Motion Mr Unger, Seconded Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed

j. Resolution Declaring Property as a Vacant Registrable Property - 7068 Memory Ln. - 5 of 5

Chief Cordie recommended ADOPTION of Resolution #147-24.
Rationale: The Code Enforcement Review Board (CERB) held a case and hearing on the below property to consider it as vacant. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare this property vacant and to resolve that it be registered, and fees assessed against the property at the below address:
7068 Memory Ln. Cincinnati, OH 45239
Motion Mr Unger, Seconded Ms Ulrich
No discussion
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

k. Motion Authorizing the Township Administrator to Execute an Agreement with Leadsonline for Investigative Database Access for $14,055

Chief Cordie recommended ADOPTION of the Motion.
Rationale: The attached agreement will provide our investigative division access to various interactive investigative databases that will enhance their ability to investigate crimes in Colerain Township. The Township currently uses LeadsOnline and this agreement is for one year at $14,055.
Motion Mr Wahlert, Seconded Mr Unger
Discussion:
Mr Unger - What type of person would you look up on that?
Chief Cordie - It's public record data bases. Gathers phone numbers, addresses among other things.

Mr Wahlert - Are you comfortable with the data?
Chief Cordie - Yes.
All voted Yes. Motion approved.

1. Motion to Approve Change Order #4 - Pepper Construction - Fire Station 26 & 102 - $121,269.62

Chief Walls Recommended ADOPTION of the Motion.
Rationale: This change order would account for several items:
1. Changes for subcontractor earthwork performance
2. Changes for permitting fees due to permit fee increases from Greater Cincinnati Water Works and Hamilton County
3. Activation of bid alternate to extend the walls in the living quarters to ceiling height
4. Extension of project timeline due to weather delays and delays in the Pre-Engineered Metal Building contractor
Total cost for all of these changes is $121,269.62, which will be paid for from the Owner's Construction Contingency.
The new estimated project completion and move in will be April of 2025. Contingency Accounting: Current: Change Order
1: No change Change Order
2: $33,845.22 Change Order
3: $117.36 Change Order
4: $121,269.62 New Contingency Total: $144,767.80
Motion Mr Unger, Seconded Mr Wahlert
Discussion:
Mr Unger - What is that for?
Chief Walls - It's for the above listed changes.
All voted Yes. Motion approved.

Public Services

a. Motion Authorizing Township Administrator to Execute Agreement with D. R. Horton for Snow and Ice Removal of Crosley Meadows Subdivision.

Ms Mays recommended ADOPTION of the Motion.
Rationale: The developer of the Crosley Meadows Subdivision has requested that the Township remove snow and ice on the unaccepted streets for the subdivision that they are constructing. The attached contract would compensate the Township at a rate of 10 cents per lineal foot (for a total of 1,786 lineal feet) of snow removal for each snow event. In prior years, the Township would execute similar contracts for subdivisions that were under construction.
Motion Mr Unger, Seconded Mr Wahlert
Discussion:
Mr Unger - That seems low.

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All voted Yes. Motion approved.

Development

a. Motion to Appoint Member to the Board of Zoning Appeals
Mr Miller recommended ADOPTION of the Motion.
Rationale: Staff recommends approval of a motion to appoint the following alternative member to the Board of Zoning Appeals due to the expiration of terms:
• Tracy Smith be appointed into the alternate Board Member position for a 2-year term which will expire December 31, 2026.
Motion Mr Wahlert, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

b. Motion to Appoint Member to the Zoning Commission
Mr Miller recommended ADOPTION of the Motion.
Rationale: Staff recommends approval of a motion to appoint the following alternative member to the Zoning Commission due to the expiration of terms:
• Dennis Wander be appointed into the alternate Board Member position for a 2-year term which will expire December 31, 2026.
Motion Mr Unger, Seconded Mr Wahlert
No discussion.
All voted Yes. Motion approved.

Administration

a. Resolution Authorizing the Adoption of Amended Appropriations
Mr McElravy recommended ADOPTION of Resolution #148-24.
Rationale: Adoption of this resolution would increase appropriations in three Funds to align with existing obligations.
Fund 2261 (Law Enforcement Trust) - Increase appropriations by $115,923 to shift expenses from Fund 2081 (Police District).
Fund 2901 (TIF - Kroger) - Increase appropriations by $53,900 to prepare for the December debt service payment. The increase is necessary because the TIF performed better than forecast.
Fund 2905 (TIF - Northridge) - Increase appropriations by $815 to prepare for the December reimbursement to the developer for the construction of public improvements. The increase is necessary because the TIF performed better than forecast.
Motion Mr Unger, Seconded Ms Ulrich
No discussion.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes

Resolution passed.

b. Motion Authorizing the Township Administrator to Execute a Memorandum of Understanding with Perry & Associates, CPA for the 2023 - 2028 Township Audits

Mr McElravy recommended ADOPTION of the Motion.
Rationale: The State Auditor's Office has elected to utilize a third party to conduct the audit of the Township's finances for Fiscal Years 2023 through 2028. The State Auditor conducted a procurement process to solicit firms to conduct the audits for the period and has selected Perry & Associates.
Motion Mr Unger, Seconded Ms Ulrich
No discussion
All voted Yes. Motion approved.

c. Motion to Set Organizational Meeting on January 7, 2025 at 6PM at 4200 Springdale Road

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: The Board of Trustees are required to meet early in each calendar year to have an organizational meeting. The recommendation is to have the meeting on January 7, 2025, the first Tuesday of the year. The meeting will contain various organizational items for adoption and the business portion of the meeting will start at 6PM.
Motion Mr Unger, Seconded Mr Wahlert
No discussion.
All voted Yes. Motion approved.

d. First Reading: Resolution Adopting New Policy Book

Staff seeks direction on numerous policy items.
Rationale: Throughout the past year, staff reviewed and tracked potential policy updates as well as formulated new policies based off of the results of the most recent staff satisfaction and workplace motivation survey. These updates were brought forward for consideration by the Board of Trustees at the October 22, 2024 Special Meeting - Work Session. Below is a brief, detailed description of new policies for consideration, recommended changes to existing policies (outside of spelling, grammar and/or typographical update), and other policy items for discussion among the Board in this first reading. Changes to existing policies:
• Policy 1.5 Work Hours & Pay Schedule Policy: o Longevity Pay for non-union employees to match current language in other Collective Bargaining Agreements. Currently, all union employees receive this benefit while non-union staff, 33 employees, do not. Contemplating this change will provide the same benefit to the Township's full-time staff members who are not represented by a Union.
• Policy 1.9 Paid Time Off Policy: o Vacation Leave:
▪ Added a "Statue of Limitations" for those who are seeking credit for continual years of public service. While this benefit is currently in existence, there was no "statute" for

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when an employee could apply for the credit. Most recently, an employee who had been with the Township for over 10 years sought this credit for years of service with another public entity prior to their time with the Township. This request created an unnecessary strain on staffing resources to verify outdated information and update/back date personnel records that had already been in place for 10 years.
▪ Vacation time has been updated to match the Collective Bargaining Agreements that are in place which outlines the years of continuous service in days versus years.
▪ Delegation of Duties: Added compensation for staff who accept the delegation of duties from their supervisor in their absence from the Department Director level and higher. Staff members who are delegated to stand in for their supervisor will receive their supervisor's rate-of pay for those days that they are conducting "double duty" in the absence of their supervisor. This hourly rate is in leu of their current rate, not in addition to their current rate when they are in this capacity for three or more consecutive days. o Paid Sick Leave:
▪ Added a reference about Funeral Leave and the ability to utilize sick time after Funeral Leave is exhausted. Funeral Leave is a benefit for some Collective Bargaining Agreement (CBA) employees. If this benefit is extended to non-CBA employees, it would apply to those employees as well.
▪ Added language that allows sick time to be utilized for mental and/or behavioral health recovery. 61
▪ Added language that outlines proper use of sick leave for Family Medical Leave Act (FMLA) qualifying events.
▪ If the "Early Retirement Notification" incentive is approved by the Board, this language explains that paid sick leave can be utilized toward this incentive. ▪ Added sick leave sell-back incentive for staff with more than 960 sick hours in their leave bank.
▪ Put a limit on donated sick time that limits those who can donate to not dip below 480 hours (which is the bank an employee would need to cover their FMLA leave if they had a qualifying event).
o Funeral Leave for non-CBA employees who lose an immediate family member to match current language in other Collective Bargaining Agreements.
o Administrative Leave defined as per the Ohio State Employees definition.
• Policy 1.10 Other Leave of Absence Policy
o Moved sections of the policy around to flow easier
o Merged Workers Compensation Policy (1.11) into this policy
• NEW - Paid Parental Leave:
o Added 40-hours of Paid Parental Leave benefit to use for the birth or the adoption/placement of a new child in lieu of sick time. Currently, this policy does not exist and employees have to use personal leave for events such as this.
• Policy 1.12 Disability Retirement Policy
o Added Early Retirement Notification Incentive for employees that provide a 3-month or 6- month notification of their retirement. This early notification allows staff to prepare for the departure of long-standing employees which will promote a smoother transition in the operations of the department for a fraction of the investment it is worth.

• Policy 1.21 Tuition Reimbursement Policy o Updated the maximum threshold for reimbursement to reflect the increase of inflation from the original policy in 2019.
• Policy 2.1 Purchasing Card Policy o Changed language to reflect new banking processes with First Financial Bank.
• Policy 3.1 Records Retention Policy
o Updated language to reflect that all records are owned by the Township and that employees must follow the Records Retention Policy. • Policy 4.2 Drone Policy o Changed policy name to "Aerial Apparatus Policy" to cover all other flying objects.
o Added language to include other manned and unmanned aerial devices such as rockets, hot air balloons, etc. 62
• Policy 5.3 Park Rental Policy
o Due to their repetitive nature, this policy and 5.21 Special Event Policy were merged in an effort to clean up some language that made the policies more in-tune with each other and concise.
• Policy 5.24 Tree Policy
o Due to their repetitive nature, this this policy and 5.27 Tree Transplant Policy were merged in an effort to clean up some language that made the policies more in-tune with each other and concise.
New policies:
• 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.
• Generative Artificial Intelligence Policy: Guidelines for the use of generative artificial intelligence software.
• Economic Development Incentives Policy: Guidelines for providing incentives to attract businesses into Colerain Township In 2024, the Township also adopted a number of policies at the June 25, 2024 Board of Trustees Meeting that will be incorporated into the final Policy Book, which include:
• Policy 2.15 Methods of Payment
• Policy 2.16 Electronic Vendor Fraud
• Policy 2.17 Bank Account Fraud Prevention These policies establish best practices for Colerain Township employees and provides a positive impact to the Township's workplace environment and in our local community.

e. Discussion - SORTA/Metro

Trustee Matt Wahlert has requested that the Board have an opportunity to discuss SORTA/Metro and impacts on Colerain Township.

Mr Wahlert asked to table the discussion.

11. Old Business

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12. Consent Items

a. Donation Acceptance - Police Department - The Matt Haverkamp Foundation - $19,750

Colerain Township Police Department is grateful for a $19,750 donation from The Matt Haverkamp Foundation.
The Matt Haverkamp Foundation has approved funding for the replacement of K9 Tao with a trained dualpurpose narcotics detection K9 and handler training.

b. Contract - Duke Energy - Gas Installation at 26 - $0

This contract will provide for gas main installation to the new station 26. There is no cost associated with this contract.

c. Contract - Duke Energy - Gas Installation at 102 - $0

This contract will provide for gas main installation to the new station 102. There is no cost associated with this contract.

d. Contract - Axon - Free Redaction Software Trial

The attached agreement is at no cost and provides the Police Department with a trial of the AI redaction software for body cameras.

Motion to approve all consent items Mr Unger, Seconded Ms Ulrich
All voted Yes.
All consent items approved.

13. Fiscal Office Report

No report

14. Executive Session – if needed

Not needed.

15. Adjournment

Motion to adjourn Mr Unger, Seconded Ms Ulrich
All voted Yes.
Meeting adjourned at 8:43pm

Fiscal Officer	Trustee
Trustee	Trustee