

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Organizational Meeting - January 7 2025

1. **Opening of Meeting 6PM**
2. **Election of President**
3. **Election of Vice-President**
4. **Pledge of Allegiance**
5. **Meditation (Moment of Silence)**
6. **Organizational Items**
 - a. Resolution Authorizing the Advance of Funds - CDBG
 - b. Resolution Authorizing the Transfer of Funds
 - c. Motion to Authorize the Purchase of Capital Equipment and Vehicles according to the Attached Schedule A
 - d. Resolution Authorizing the Adoption of Amended Appropriations - 2024
 - e. Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates
 - f. Motion to Approve the 2025 Payroll Calendar
 - g. Resolution Authorizing the Expenditure of Public Monies for "Coffee, Meals, Refreshments, or Other Amenities"
 - h. Motion to Approve 2025 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings
 - i. Motion to Approve 2025 Regular Meeting Dates for the Code Enforcement Review Board
 - j. Motion to appoint David Miller as Representative and Tiphannie Mays as Alternate to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Intermodal Coordinating Committee (ICC)
 - k. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$2,500
 - l. Motion Reaffirming and Updating Trustee Meeting Rules of Procedure
7. **Public Hearings**
 - a. Public Hearing - Marino Lighting District
 - b. Public Hearing - Taylor Glen Lighting District
8. **Adjournment**

ORGANIZATIONAL ITEMS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability

Resolution Authorizing the Advance of Funds - CDBG

Recommend ADOPTION of the Resolution.

Rationale:

In the 2025 Strategic Plan and Budget, the Board of Trustees appropriated Community Development Block Grant (CDBG) funds. In late 2024, the County provided a three year update to the CDBG plan for the following projects:

- \$40,000: Geraldine Sidewalk Improvements
- \$100,000: Springdale Road Sidewalk Improvements
- \$50,000: Groesbeck Park Improvements
- \$100,000: Residential Rehabilitation Projects

Hamilton County awards CDBG funding to the township, and it recently changed the method by which it administers CDBG. In the past, the Township would submit invoices to the County, who would then pay them. Now, the Township must incur the expense and be reimbursed. This resolution authorizes staff to advance \$100,000 from the General Fund to Fund 2908- CDBG. Once the Township is reimbursed, staff will receipt the funds to Fund 2908 and then repay the advance to the General Fund.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **6:00** p.m., on the _____ day of January, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____ **-25**

**RESOLUTION AUTHORIZING THE ADVANCEMENT OF TOWNSHIP MONIES
FROM THE GENERAL FUND TO THE TOWNSHIP'S COMMUNITY
DEVELOPMENT BLOCK GRANT FUND (FUND #2908)
AND RETURNED UPON REIMBURSEMENT**

WHEREAS, pursuant to Ohio Revised Code § 5705.14(E), the Colerain Township Board of Trustees can approve the transfer of monies from the Township General Fund to any other fund including, but not limited to, the Township's Community Development Block Grant ("CDBG") Fund; and,

WHEREAS, the County has recently changed the way it administers its CDBG Program and now is only going to reimburse the Township for documented expenses as opposed to directly paying invoices received from the Township as the CDBG Program had done in the past; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize the advance of one hundred thousand (\$100,000.00) dollars from the Township General Fund to the Township's CDBG Fund otherwise known as Township Fund #2908 for the purpose of expenditure that will ultimately be reimbursed by the County CDBG program; and,

WHEREAS, after such advanced monies of one hundred thousand (\$100,000.00) dollars are reimbursed by the County CDBG program back to the Township's CDBG Fund #2908, that such reimbursed monies of one hundred thousand (\$100,000.00) dollars are then to be transferred from the Township's CDBG Fund #2908 back to the Colerain Township General Fund; and,

WHEREAS, the action described above is in the best interest of the Township and will improve the health, safety, and general welfare of its residents.

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

1. The Board of Township Trustees hereby approves the Township Fiscal Officer or Township Administrator to advance one hundred thousand (\$100,000.00) dollars from the Township General Fund to the Township's CDBG Fund otherwise known as Township Fund #2908 for the purpose of sidewalk projects, Groesbeck Park, and residential rehabilitation projects within Colerain Township.
2. It is expected that the above-referenced expenditures will ultimately be reimbursed by the County CDBG program. That upon such reimbursement from the County CDBG program of the one hundred thousand (\$100,000.00) dollars to the Township's CDBG Fund #2908, the Board of Township Trustees hereby approves the Township Fiscal Officer or Township Administrator to then transfer such reimbursed monies of one hundred thousand (\$100,000.00) dollars from the Township's CDBG Fund #2908 back to the Township General Fund.
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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
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. 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 January, 2025.

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:

Brodi Conover
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 January, 2025.

Jeff Baker
Colerain Township Fiscal Officer

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability
Strategic Goal #2: Continue to Provide High Quality Safety Services
Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement
Strategic Goal #4: Expand Recreational Opportunities for all Ages
Strategic Goal #5: Continuously Improve the Operations of the Township
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Resolution Authorizing the Transfer of Funds

Recommend ADOPTION of the Resolution.

Rationale:

The 2025 Strategic Plan and Budget calls for the following transfers out of the General Fund:

- \$1,400,000 to the Police District Fund (2081)
- \$209,189 to the Zoning Fund (2181)
- \$1,126,786 to the Park Fund (2911)
- \$155,553 to the Community Center Fund (2912)

The 2025 Strategic Plan and Budget also calls for the following transfers out of the Fire Fund to cover the bond payments for 2025:

- \$732,175 to the Special Assessment Fire Bonds Fund (3301)

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____p.m., on the ____ day of January, 2025, 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.: _____-25

**RESOLUTION AUTHORIZING THE TRANSFER OF TOWNSHIP MONEYS TO
OTHER TOWNSHIP FUNDS**

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 \$1,400,000 from the General Fund (1000) to the Township's Police District Fund (2081); and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$209,189 from the General Fund (1000) to the Township's Zoning Fund (2181); and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$1,126,786 from the General Fund (1000) to the Township's Park Fund (2911); and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$155,553 from the General Fund (1000) to the Township's Community Center Fund (2912); and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$732,175 from the Fire District Fund (2111) to the Township's General Bond Note Retirement Fund (3101).

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 \$1,400,000 from the General Fund (1000) to the Township's Police District Fund (2081).

2. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$209,189 from the General Fund (1000) to the Township's Zoning Fund (2181).
3. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$1,126,786 from the General Fund (1000) to the Township's Park Fund (2911).
4. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$155,553 from the General Fund (1000) to the Township's Community Center Fund (2912).
5. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$732,175 from the Fire District Fund (2111) to the Township's Special Assessment Fire Bonds Fund (3301).
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: Mrs. Ulrich _____, Mr. Unger _____ and Mr. Wahlert

ADOPTED this _____ day of January, 2025.

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:

Brodi Conover
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 January, 2025.

Jeff Baker
Colerain Township Fiscal Officer

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

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

Rationale:

Annually, the Township adopts appropriations, which include a number of capital items. In conjunction with these appropriations and the Township Strategic Plan and Budget Book it is recommended that the attached list of capital items be approved by the Board of Trustees.

Subsequent to this motion, staff will work with vendors to secure quotes and issue purchase orders for these items. Consistent with all large purchase orders, these purchase orders will need to be authorized and approved by two of the three Trustees prior to purchase.

All purchases will not exceed the amount listed in the attachment. If quotes are obtained and the total purchase price would exceed the amount listed, then the new amount would come forward as a future agenda item prior to purchase.

COST	DEPARTMENT	BUDGET LINE	ITEM
200,000.00	Administration	1000-760-730-0000	Parking Lot Improvements
1,099,740	Administration	1000-110-599-0401	Springdale TA - Full cost of project - to be paid in 2025
429,788	Administration	1000-110-599-0401	Poole Road Sidewalks - ROW and Construction
500,000	Administration	1000-110-599-0401	Joseph Road Sidewalk Costs - project construction anticipated in 2025
100,000	Administration	1000-110-599-0401	Springdale - West Sidewalks - Engineering and ROW
20,555	Administration	1000-760-730-0000	Trustee Chambers A/V Upgrades
80,000	Fire & EMS	2111-760-750-0000	D-25 Vehicle Replacement (Current 2018 Ford F150)
20,000	Fire & EMS	2111-760-750-0000	Staff Car Replacement (Replacing 08 Expedition and 02 Durangos and Crown Vic)
190,000	Fire & EMS	2281-760-750-0000	Ambulance Remount
75,000	Police	2081-760-750-0000	Unmarked cars
103,000	Police	2904-110-930-0000	Police Cruisers
82,000	Police	2913-110-930-0000	Police Cruisers
18,000	Police	2915-110-930-0000	Police Cruisers
87,000	Police	2916-110-930-0000	Police Cruisers
130,000	Public Services	2021-760-750-0000	Truck Replacement - 3-147

ORGANIZATIONAL ITEMS

Department: Administration
Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability

Resolution Authorizing the Adoption of Amended Appropriations - 2024
Recommend ADOPTION of the Resolution.

Rationale:

Adoption of this Resolution would reduce appropriations in three Funds, to align appropriations with receipts:

Fund 2402 (Sidewalk Waiver) Reduce appropriation by \$1,112.99.
Fund 2901 (TIF - Kroger) Reduce appropriations by 40 cents.
Fund 2915 (TIF - Lake Gloria) Reduce appropriations by \$4,774.30.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, at its Organizational Meeting at _____ p.m., on the ____ day of January 2025, 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. _____ - 25

**RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS
AND THE 2024 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, 2024, to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	2024 APPROPRIATIONS
1000	General Fund	\$8,610,100
2011	Motor Vehicle License Tax	\$564,400
2021	Gasoline Tax	\$476,799
2031	Road and Bridge	\$1,964,537
2081	Police District	\$13,292,300
2111	Fire District	\$17,649,523
2181	Zoning	\$550,765
2231	Permissive Motor Vehicle License Tax	\$1,048,360
2261	Law Enforcement Trust	\$224,920
2271	Enforcement and Education	\$4,000
2274	American Rescue Plan	\$368,714
2281	Ambulance And Emergency Medical Services	\$1,508,042
2401	Special Assessment - Lighting Districts	\$167,360
2402	CDBG Sidewalk Maintenance Fund	\$28,887.01
2901	TIF - Kroger	\$657,899.60
2902	Recycling Incentive	\$122,790
2903	TIF - Colerain Towne Center	\$1,550,000
2904	TIF - Duke	\$149,000
2905	TIF- Northridge	\$2,968
2906	Sidewalk Waiver	\$30,000
2907	TIF- Dunlap Grove	\$76,000
2908	CDBG Com Dev Block Grant	\$92,504
2910	TIF- Zillig	\$1,000
2911	Parks & Services	\$1,540,992
2912	Community Center	\$316,735

2913	TIF- Abbeytown	\$99,500
2914	TIF- Hunter's Ridge	\$63,500
2915	TIF- Lake Gloria	\$27,505.70
2916	TIF- Crosley Meadows	\$105,000
2917	TIF- Copper Creek	\$26,250
2918	TIF- Pottinger	--
3101	Bond Retirement	\$1,181,425
4101	Capital Project- Fire Fund	\$1,202,140
6001	Self-Insurance Fund	\$2,403,080

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 January 2025.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Daniel Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution approved as to form:

Brodi Conover
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 January 2025. 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

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

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

Rationale:

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

ORGANIZATIONAL ITEMS

Department: Administration
Department Director: Jeff McElravy, Assistant Administrator

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

Motion to Approve the 2025 Payroll Calendar
Recommend ADOPTION of the Motion.

Rationale:

During the organizational meeting, the Board of Trustees will typically approve the payroll calendar for the upcoming year.

Colerain Township 2025 Pay Schedule

Pay Period	Pay Period Begin Date	Pay Period End Date	Paydate	Holidays
1	12/22/24	01/04/25	01/10/25	Dec 25: Christmas Day / Jan 1: New Year's Day
2	01/05/25	01/18/25	01/24/25	
3	01/19/25	02/01/25	02/07/25	Jan 20: Martin Luther King Jr. Day
4	02/02/25	02/15/25	02/21/25	
5	02/16/25	03/01/25	03/07/25	Feb 17: Presidents' Day
6	03/02/25	03/15/25	03/21/25	
7	03/16/25	03/29/25	04/04/25	
8	03/30/25	04/12/25	04/18/25	
9	04/13/25	04/26/25	05/02/25	
10	04/27/25	05/10/25	05/16/25	
11	05/11/25	05/24/25	05/30/25	
12	05/25/25	06/07/25	06/13/25	May 26: Memorial Day
13	06/08/25	06/21/25	06/27/25	Jun 19 : Juneteenth
14	06/22/25	07/05/25	07/11/25	Jul 4: Independence Day
15	07/06/25	07/19/25	07/25/25	
16	07/20/25	08/02/25	08/08/25	
17	08/03/25	08/16/25	08/22/25	
18	08/17/25	08/30/25	09/05/25	
19	08/31/25	09/13/25	09/19/25	Sept 1 : Labor Day; Sept 11:Patriots Day (Fire Only)
20	09/14/25	09/27/25	10/03/25	
21	09/28/25	10/11/25	10/17/25	
22	10/12/25	10/25/25	10/31/25	Oct 13: Columbus Day
23	10/26/25	11/08/25	11/14/25	
24	11/09/25	11/22/25	11/28/25	Nov 11: Veterans Day
25	11/23/25	12/06/25	12/12/25	Nov 27: Thanksgiving
26	12/07/25	12/20/25	12/26/25	
1	12/21/25	01/03/26	01/09/26	Dec 25: Christmas Day / Jan 1: New Year's Day

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability
Strategic Goal #5: Continuously Improve the Operations of the Township

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

Rationale:

The Auditor of State provides guidance on the use of public monies for meals, coffee, and other refreshments as part of community events. This Resolution authorizes the expenditure of Township monies for that purpose for the events listed in the Resolution.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **6:00** p.m., on the _____ day of January, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-25

**RESOLUTION AUTHORIZING THE EXPENDITURE OF TOWNSHIP MONIES
FOR “COFFEE, MEALS, REFRESHMENTS, OR OTHER AMENITIES”**

WHEREAS, Auditor of State Bulletin 2003-005 provides guidance on the expenditure of public funds and clarifies the definition of “public purpose;” and

WHEREAS, from time to time the Township intends to provide coffee, meals, refreshments, or other amenities at community events; and

WHEREAS, the action described above is in the best interest of the Township and will improve the health, safety, and general welfare of its residents.

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

1. The Board of Township Trustees hereby approves the Township Fiscal Officer or Township Administrator to expend monies, as described in the 2025 Strategic Plan and Budget, for coffee, sugar, creamer, sweetener, donuts, meals, refreshments, or other amenities, at the following events: a meal celebrating veterans, meetings of the Board of Trustees, Zoning Commission, and Board of Zoning Appeals; regular training in the training classroom, the township academy, citizens police academy, citizens fire academy, the employee appreciation luncheon, the Independence Day fireworks, Recycle Day, Career Day, PWC Give Back Day, Southwest Ohio Administrators training, employee wellness events, Township Sizzling Summer Events, an annual employee picnic, public safety day, national night out, recruiting, police investigations, coffee with the chiefs, and activation of the Township Emergency Operations Center.
2. The expenditure of public monies for alcohol is not authorized by this Resolution.
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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

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. 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 January, 2025.

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:

Brodi Conover
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 January, 2025.

Jeff Baker
Colerain Township Fiscal Officer

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion to Approve 2025 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings
Recommend ADOPTION of the Motion.

Rationale:

Special meetings will be held as necessary and will be noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer. Please note three proposed changes to the regular calendar to move the January and November meeting to the fourth Tuesday of the month and the first May meeting to the first Tuesday of the month. The May meeting on May 6th is contingent on there not being any ballot items for Colerain voters.

Meeting Dates for Colerain Township Board of Trustees for 2025

January 28, 2025
February 11, 2025
March 11, 2025
April 8, 2025
April 22, 2025
May 6, 2025
May 27, 2025
June 10, 2025
June 24, 2025
July 8, 2025
July 22, 2025
August 12, 2025
August 26, 2025
September 9, 2025
September 23, 2025
October 14, 2025
October 28, 2025
November 25, 2025
December 9, 2025

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Motion to Approve 2025 Regular Meeting Dates for the Code Enforcement Review Board

Recommend ADOPTION of the Motion.

Rationale:

Special meetings will be held as necessary and will be noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer. The Code Enforcement Review Board is scheduled to meet on the third Wednesday of each month.

Meeting Dates for Colerain Township Code Enforcement Review Board for 2025

January 15, 2025
February 19, 2025
March 19, 2025
April 16, 2025
May 21, 2025
June 18, 2025
July 16, 2025
August 20, 2025
September 17, 2025
October 15, 2025
November 19, 2025
December 17, 2025

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

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

Recommend ADOPTION of the Motion.

Rationale:

The ICC members provide general technical advice for the Executive Committee and Board of Directors for OKI as required, and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors. The ICC also advises and assists the Deputy Executive Director and staff in obtaining data required for continuing transportation planning commensurate with the Unified Planning Work Program, and other agreements for all areas of planning.

Mr. Miller is recommended to serve as the primary representative for the Township and Ms. Mays is recommended to serve as the alternative on this committee. Mr. Miller has served as the primary for the Township since 2022 and Ms. Mays has served as the alternate since 2023.

ORGANIZATIONAL ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability
Strategic Goal #5: Continuously Improve the Operations of the Township

Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$2,500
Recommend ADOPTION of the Motion.

Rationale:

State law allows Township Trustees to delegate authority to sign purchase orders with a value equal to or less than \$10,000 to the Township Administrator so that business can be conducted efficiently. This motion is consistent with prior years.

ORGANIZATIONAL ITEMS

Department: Administration
Department Director: Jeff McElravy, Assistant Administrator

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

Motion Reaffirming and Updating Trustee Meeting Rules of Procedure

Recommend ADOPTION of the Motion.

Rationale:

A Rules of Procedure document is a tool used to formalize the way the board intends to conduct its business during Board of Trustee Meetings. This update to the rules of procedure document reflects recommended changes as suggested with the new Law Director for the Township regarding the Americans with Disabilities Act and requests for accomodation protocols.

**Colerain Township
Rules of Procedure and Conduct
Board of Trustees - Procedures/Rules**

I. Meetings

A. Introduction

1. The Colerain Township Board of Trustees is sensitive and committed to the public's right to attend meetings not only when decisions are made but also when topics of a township nature are discussed.
2. Moreover, the Colerain Township Board of Trustees desires to codify the rules and procedures utilized in conducting such meetings to (1) ensure compliance with the Ohio Revised Code Open Meetings Act (ORC 121.22), (2) to ensure effectiveness and efficiency by Board members, and (3) offer a uniform, consistent, and written form of conduct expected from Board members and those attending meetings.

B. Definitions

1. A "meeting" applies to a quorum of the Colerain Township Board of Trustees when they take official action, conduct deliberations, or discuss business of the public and a "meeting" is defined as a gathering of a majority of the Board of Trustees for the purpose of discussing or deliberating public business. The Colerain Township Board of Trustees has determined its own rules and order of business (ORC 504.09). The presiding officer is the President of the Board. If the President is excused from the meeting, the Vice President will become the presiding officer.
2. Meetings of the Colerain Township Trustees and each committee or task force legislatively created by the Board of Township Trustees in order to directly report to the Board of Trustees will be deemed a "public body" ("Meeting" defined in ORC 121.22).
3. The Colerain Township Board of Trustees recognizes four general types of public meetings: Regular Meetings, Work Sessions, Agenda Sessions, and Special Meetings.

C. Adjustment of Agenda and/or Citizen Address

1. A rare occasion may present itself which a matter may require the immediate attention of the Board. The Board may adjust the agenda or proceeding of a Regular Meeting in order to address the matter. This may include curtailing a portion of the public participation of the meeting.

D. Board Voting Procedure

1. All voting is done in the affirmative or negative alphabetically in a roll call vote. A majority vote results in the passage of an item.
2. Even after a robust debate, the Board may not be prepared to vote on a resolution. Several options exist: (a) a Trustee may motion to postpone the resolution in order to gather more information and provide more public input (b) the item be tabled in order to address questions so that the item can be voted at a future meeting (c) the item be withdrawn at the request of the mover but only if no Trustee present an objections.
3. On some occasions, a Trustee may decide to abstain from voting and discussion.

- E. Conflict of interest** - A Trustee is not permitted to vote, discuss, lobby or deliberate on any issue in which a conflict of interest exists. A conflict of interest arises when the decision of the Trustee is participating in affects that Trustee's own financial interests or the interests of his family or business associates. The presence of a conflict of interest means the Trustee must recuse himself from the entire decision-making process. If unsure, a Trustee may contact the Ohio Ethics Commission at (614) 466-7090 for an advisory opinion. If such an opinion is not available before a vote, the Trustee should recuse himself from any deliberation and/or vote on the issue in question.

II. Board of Trustees - Regular Meetings

A. Introduction

1. A "Regular Meeting" schedule will be adopted by the Board of Trustees annually at the organizational meeting typically held during the first week of January. Such meetings may or may not include reports from Department Heads and the Township Administrator. A President and Vice President of the Board will be elected annually by the Trustees. The President will serve as presiding officer over such meetings. In the event the President is

excused from the meeting, the Vice President will serve as presiding officer.

2. Regular meetings are held in order to discuss, deliberate, and conduct Township business in a public setting. The Board is committed to provide meeting attendees the right to be heard at such meetings but can place limitations on the time, place, and manner of access to such meetings in a manner that is content-neutral and narrowly construed in order to serve the Township's interest.
3. The schedule for regular meetings is to be posted on the Colerain Township website and other conspicuous places.

B. Procedure

1. Agenda items presented during the Meeting will be brought by motion by a member of the Board and seconded by another Board member. The Presiding Officer will then ask other Board members for discussion. The Fiscal Officer will call the role.
2. The Presiding Officer has the discretion, with a majority vote of the Board, to change the order of agenda.
3. The Board will follow parliamentary procedure when conducting all regular and special meetings. The basic outline of such procedure is found in "Robert's Rules of Order, Newly Revised" (12th ed.). However, the Board is not strictly bound to adhere to those rules of procedure.

C. Decorum

1. It is the desire of the Board that the meetings reflect the highest levels of decorum and mutual respect between citizens and their government and each other.
2. The Board is steadfastly committed to respect the rights of all citizens to present differing views, opinions, and criticism.
3. Members of the Board and all of those attending Meetings must conduct themselves in a civil and respectful manner. Any member of the Board maintains the right and duty to declare a person or persons disruptive and, upon majority consent, request law enforcement remove disorderly persons from the meeting.

D. Order of Business

1. Opening of Meeting
 - a. Presiding Officer gavels the meeting to order
 - b. Presiding Officer will request that the Fiscal Officer call the roll by name in alphabetical order.
2. Adjourn to Executive Session
 - a. Agenda for meeting of Board of Trustees will always have a placeholder for Executive Session.
 - b. If an Executive Session is announced, it must always begin and end in an open meeting. A motion must be made in order to adjourn the Regular (or Special) Meeting in order to enter Executive Session. Such a motion must be approved by a majority using a roll call vote.
 - c. The motion for an Executive Session must specifically identify one or more of the approved matters to be discussed pursuant to ORC 121.22.
3. Return from Executive Session - Upon returning from Executive Session, the Presiding Officer will request a motion to return from Executive Session, then roll call, and a motion to act upon items discussed in Executive Session (if applicable) followed by a motion to amend the agenda (if applicable).
4. Pledge of Allegiance - Presiding Officer or their delegate will lead in Pledge of Allegiance.
5. Meditation (Moment of Silence) - Presiding Officer will lead in a moment of silence and meditation.
6. Approval of Minutes - Presiding Officer will request that the Fiscal Officer present any minutes for approval by the Board. ORC 507.04 requires that the Fiscal Officer keep "an accurate record of the proceedings" and must contain sufficient information to allow the public to understand the rationale behind the Board's decisions.
7. Presentations
 - a. Presentations are offered by the Administrator or guest of Administrator (Members of the Board of Trustees may also request presentation time for a relevant guest). These

presentations may include elected or appointed officials (or their representatives) - regardless of political party - offering policy updates. Elected officials must represent some or the entire Township at some level of government and may not use the forum for electioneering. No candidates within 90 days of either the primary or general election will be placed on the agenda.

- b. All presentations must be pre-approved by the Administrator.
- c. Presenters are expected to address the Board and not the audience.

8. Public Hearing

- a. A motion and vote is required to open a public hearing.
- b. The Presiding Officer will open the scheduled Public Hearing at the appointed time, state the case number, and allow Township staff to present the case.
- c. Anyone speaking to the Board - opponents, proponents, or neutral speakers - will be duly sworn in by the Township legal counsel.
- d. All speakers must adhere to the rules of decorum specified above in the "Citizen's Address" section.
- e. Upon conclusion of interested party comments, there will be a motion and vote to close the hearing.

9. Citizen's Address

- a. The Board provides opportunity for and encourages citizen participation.
- b. Those wishing to speak at a Trustee Meeting are asked to fill out a short form housed in the hallway outside the Trustees' Chamber in order to be recognized. Citizens may speak on any topic germane to the business of the Board and topics are not limited to items on the agenda for that meeting.
- c. Once recognized, citizens are asked to speak into the microphone at the podium and give their name and address.

Speakers may only address the Board. No conversations may be carried on between the speaker and individual citizens in attendance or with individual Board members.

1. Should a member of the public require a reasonable accommodation under the Americans with Disabilities Act or the Rehabilitation Act related to Citizen's Address, that request for a reasonable accommodation shall be made, in writing, to the Township Fiscal Officer a minimum of twenty-four (24) hours in advance of the meeting. This reasonable-notice period provides the Township with an appropriate amount of time to review, evaluate, and, if approved, provide the reasonable accommodation. If the reasonable-accommodation request is for additional time to speak the reasonable accommodation for the citizen is to submit their comments in writing to the Board of Trustees through the Township Fiscal Officer prior to the meeting.

- d. Each citizen will be allotted a maximum of five (5) minutes to speak through use of a timer visible to the citizen audience and Board of Trustees. Citizens may not reserve time nor yield time to another speaker. This policy is designed to hear from as many citizens from as many points of view as possible. The Presiding Officer will alert the speaker as to the expiration of the five minutes and recognize the next speaker. The time limit may be extended at the discretion of a majority of the Trustees.
- e. "Citizen's Address" is an opportunity for the Board to hear input from various stakeholders in Colerain Township. It is not a time for Board members to debate or engage in instant dialogue with speakers. However, Board members and administration may choose to respond to questions or citizen concerns during the Administrator or Trustee Report at the current or subsequent meetings.
- f. The Board or Board members may receive written correspondence from the public, but are not required to read or comment on such written correspondence.
- g. During any citizen's comment period, the Presiding Officer has the right to interrupt, and Board members have the right to request the Presiding Officer interrupt, and ask a citizen to be seated if comments are unrelated to Township business or become disruptive.

- h. Any member of the Board reserves the right and duty to declare disruptive persons as disorderly, and with majority consent of the Board, ask that law enforcement escort such individuals from the meeting in accordance with ORC 505.09.
 - i. At the end of the speaker list, the President of the Board will ask the audience if anyone who filled out a request to speak was not called on.
- 10. Administrative Reports - the Township Administrator (or proxy) offers an update on prescient issues, responds to citizen concerns from "Citizen Address" or any other forum, and responds to questions posed by the Trustees. Next, the Administrator yields to Department Heads in order to provide further updates and public information.
- 11. Trustees' Report
 - a. Trustees will share any comments.
 - b. All remarks meet the same rules of decorum as the "Citizen's Address" and are only the opinion of one Trustee and not of the full Board.
 - c. No electioneering is permitted.
 - d. If an action be necessary as the result of an item or items from the Trustee Report, the Board and/or Administrator will request a motion to amend the agenda so that a new or separate topic or motion can be offered.
- 12. New Business
 - a. The "New Business" section includes statutory resolutions which, upon passage, generally are effective upon a majority approval of the Board.
 - b. The Presiding Officer requests the Administrator to introduce business items to the Board. Either the Township Administrator or the Presiding Officer can ask for a motion.
 - c. Each resolution shall be introduced in written form by a member of the board. Each resolution shall contain only

one subject, which shall be expressed in its title, except that appropriation measures may contain the various subjects, accounts, and amounts for which moneys are appropriated, and except that resolutions that are codified or recodified are not subject to the limitation of containing only one subject (ORC504.10).

- d. Each resolution that is on the agenda shall be read by title only or read in full if required. Each resolution shall be read on two separate days. The Board may, by a majority vote of its members authorize the adoption of a resolution upon its first reading (ORC504.10). For the purposes of this section, resolutions of nuisance abatement are exempt.
- e. Other items considered during this time include agreements, contracts, volunteer board appointments, etc.
- f. Each item is considered separately.
- g. A majority decision is normally required.

13. Consent Items

- a. Packages of routine items of business that do not require discussion may be listed as a single item on the agenda so that one vote may be cast on all items instead of separate votes on each. Examples of Consent Items include (but are not limited to) payment of previously budgeted or otherwise duly approved expenditures, new hires per the Township's policy manual, receipt of reports, and approval of Board communications.
- b. Any Trustee may request an item be removed from the "Consent Agenda" and a second is not required. Procedurally, any items removed from the Consent Agenda for separate discussion will be considered after the Consent motion.
- c. Items under the Consent Agenda will be enacted by one motion. Each item approved under the motion, will receive the same motion number.

14. Fiscal Officer Report

- a. The Fiscal Officer will be provided reasonable time to share any comments.
 - b. All remarks are directed to the Presiding Officer and must meet the same rules of decorum as the "Citizen Address." As a result, the Trustee Report is not an opportunity to allude to others by name or by motives.
 - c. Any comments from the Fiscal Officer are the opinion of the Fiscal Officer and not the Board of Trustees.
- 15. Executive Session - if requested. The procedure is outlined above.
- 16. Adjournment
 - a. Trustees are not required to act on all items on the agenda. A motion to adjourn can be moved, seconded, and passed at any time. Any items not considered or left unfinished from the agenda may be listed under "old business" at the next Trustee meeting.
 - b. A Board member proposes a motion to adjourn, another member seconds the motion and a roll call vote is taken by the Fiscal Officer.

III. Board of Trustees - Work Sessions

- A. Work Sessions are structured in a less formal manner than Regular Meetings and are designed for Trustees and Department heads to discuss Township related projects and activities.
- B. Work Sessions are "Open Meetings" and must abide by the Ohio Revised Code Open Meetings Act. They are open to the public, must be properly noticed, and minutes must be kept. The Presiding Officer will outline the level of public input for each meeting.

IV. Board of Trustees - Special Meetings

- A. The Colerain Township Board of Trustees may call Special Meetings at any time for purposes they are permitted by law to act upon.
- B. In order to properly notice, the press must be notified of a Special Meeting twenty-four (24) hours in advance of the scheduled meeting (ORC 121.22). The public notice must state the date, time, location, and purpose

of the meeting. In order for an item to be discussed or deliberated it must be listed in the announcement's purpose.

- C. Any action taken at a Special Meeting or Regular Meeting is invalid if adequate advance notice has not been provided (ORC 121.22).
- D. Any action taken at a Special Meeting in which one of the Trustees has not been notified of the time and place of the meeting is also invalid.

V. Executive Sessions

- A. Executive Sessions are an exception to the Ohio revised Code Open Meetings Act but only under specific conditions: (1) Matters related to public employees, officials, licensees, or regulated individuals (2) Purchase or sale of property by the public body (3) Conferences with an attorney for the public body concerning matters of pending or imminent court action (4) Matters related to employee bargaining negotiations (5) Matters that must be kept confidential according to federal or state law (6) Details of security arrangements and emergency response protocols (7) Trade secrets of county hospitals, joint township hospitals, and municipal hospitals (8) To consider confidential information relating to economic development (must be unanimous) (9) Veteran's service applications.
- B. Invitees - The Board may, at its discretion, include or exclude any member of the public in executive sessions. Only Trustees, special invitees, and such employees or staff members that the Board deems appropriate are allowed to be present for executive sessions. All others are excluded from the Executive Session.
- C. Minutes - Minutes are not required to be kept during executive sessions, but the minutes of the meeting must document a motion to go into executive session as well as the return to open sessions.
- D. Motion - motion to enter executive session must specifically identify the exact permissible discussion topic which will be discussed.
- E. Action - The Board may not vote or take any official action in an executive session; all votes must take place in an open meeting.
- F. Confidentiality - The Board of Trustees and all employees agree that topics discussed in executive sessions are to remain strictly confidential. Discussions during executive sessions should not be disclosed for any reason, except as required by law. However, once a matter has been brought public out of an executive session and into the general or special meeting, the matter is no longer confidential.

VI. Capital Reserve Annual Work Session

- A. Annually, the Board of Trustees will hold a work session to discuss capital reserves and to evaluate potential capital spending for the following fiscal year.
- B. To calculate the capital reserve, staff will evaluate year-end spending in the General Fund against the projected year-end spending contemplated with the five-year forecast adopted with temporary appropriations. Then, with the adoption of permanent appropriations, the Township will update year-end projections for the General Fund. An inert variable will be placed on the account to reduce the General Fund to equal the amount projected at temporary appropriations. An equal, positive figure will be placed in the Capital Reserve Fund.

PUBLIC HEARINGS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Public Hearing - Marino Lighting District

Recommend Opening the Public Hearing.

Rationale:

This public hearing is required to take place within thirty days of receipt of petitions by the Board of Trustees. Petitions were received at the December 10, 2024 Board Meeting. This public hearing is required before action can be taken at an upcoming Board meeting.

PUBLIC HEARINGS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Public Hearing - Taylor Glen Lighting District

Recommend Opening the Public Hearing.

Rationale:

This public hearing is required to take place within thirty days of receipt of petitions by the Board of Trustees. Petitions were received at the December 10, 2024 Board Meeting. This public hearing is required before action can be taken at an upcoming Board meeting.