

COLERAIN

TOWNSHIP - OHIO

Minutes

December 10, 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**

Mr Weckbach recommended the board of trustees convene 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)(2) to consider the sale of township property.

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 and the fiscal officer were present.

Mr Weckbach had nothing to report from executive session.

3. **Pledge of Allegiance**

All recited the Pledge of Allegiance.

4. **Meditation (Moment of Silence)**

5. **Approval of Minutes**

Mr Baker recommended a motion for the approval of the minutes from the board of trustees meeting on 11-12-24.

Motion Mr Wahlert, Seconded Mr Unger

All voted Yes. Minutes approved.

Mr Wahlert motioned to amend the agenda to include the following items:

Presentation by Eric Reifenberger and Cans to Care

Evaluation and possible action for Administrator Jeff Weckbach.

Seconded Ms Ulrich

All voted Yes. Agenda amended.

6. **Presentations**

- a. Presentation on Lead Safe Hamilton County and Revive + Thrive Home Repair



Loan by LISC

Emma Shirey-McNamara from Blume Community Partners provided an update on two new programs available to residents of Colerain Township. More information can be found in the attached documents in the agenda packet on-line.

b. Department of Fire and EMS 2021-2026 Strategic Plan Update

Chief Walls provided an update on the Department of Fire and EMS 2021-2026 Strategic Plan.

C. Presentation by Eric Reifengerger regarding his "Cans for Care" initiative for the Colerain Fire Department.

This year a check for \$920.80 was donated to the fire department.

7. **Citizens Address**

Nick Bourqueih - He talked about his opposition to the gun range expansion on East Miami River Road. He believes it will cause blight in West Colerain.

Steve & Crystal Ruhling - They spoke about a trailer they have parked on their street. They said they are being forced to move it or have it towed.

8. **Administrative Reports**

Assistant Administrator Mays - November park visitors.

Clippard Park had 2041 visitors for the month, 71689 for the year.

Heritage Park had 3000 visitors for the month and 62543 for the year.

Colerain Park had 2100 for the month and 59371 for the year.

Planning & Development Director Miller - 37 permit requests for the month. Construction season has slowed down. There were 6 BZA cases and 0 zoning cases.

The former Northgate Ford dealership will be converted to Wyler Kia.

Fire Chief Walls - He thanked everyone for the naming of the new basketball courts and for the ribbon cutting. He thanked the board for their support.

Communication Specialist Tracey-Noren - She spoke about various disinformation and fraud issues currently.

Jeff Weckbach - He thanked Eric Reifengerger for his efforts on "Cans to Care".

9. **Trustees' Report**

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Mr Unger - He spoke about a sidewalk issue a citizen called him about. He spoke about the previous issues with a house on Memory Lane. He said the house was sold, and hopefully the problem is gone. He spoke about the issues brought up during citizens' comments. He mentioned that the gun range is owned by Hamilton County, and they'll do what they want to do. He mentioned the noise-reducing components with the new plans. He mentioned House Bill 296 and the possible changes to wage changes.

Mr Wahlert - He spoke about the discussion regarding comments from a school board member incorrectly commenting about the school board's offer to buy Sears. He mentioned the statement was false. He thanked Eric Reifenberger for his community building event he does. He spoke about the new gun range and the positive changes planned. He spoke about an app named News Break and the ties it has to China.

Ms Ulrich - She spoke about the gun range improvements coming with the redevelopment. She spoke about the Police Gala last week and the awards given out. She talked about the appreciation luncheon for the township staff tomorrow.

10. **New Business**

Regarding the evaluation for Administrator Jeff Weckbach

Motion to extend current contract to Dec 31st 2027 adding a mutual option being met my Dec 2025 meeting Mr Wahlert, Seconded Mr Unger

Discussion:

Mr Unger - I think Jeff has done an outstanding job. It's very generous of him to incentivize the township employees.

Ms Ulrich - I would have given you everything, I think you're worth. He devotes himself to every project. I wish we had more in our budget.

Mr Wahlert - He is harder on himself than anyone else. I've never been around a more reflective individual in my career.

Mr Weckbach - I genuinely appreciate everyone on the team and in the township.

All voted Yes. Motion approved.

Public Safety

- a. Resolution Declaring a Junk Motor Vehicle - 2486 Schon Dr. - 1 of 10

Chief Cordie recommended ADOPTION of Resolution #149-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 2486 Schon Dr. Cincinnati, OH 45231 1. (NO TAG), 1999, White, Ford, Econoline.

Motion Mr Wahlert, Seconded Mr Unger

No discussion.

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

Resolution passed.

- b. Resolution Declaring a Junk Motor Vehicle - 2497 Cranbrook Dr. - 2 of 10

Chief Cordie recommended ADOPTION of Resolution #150-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of

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the Junk Motor Vehicle at the Following Property: 2497 Cranbrook Dr. Cincinnati, OH 45231 1. (DOT Number), R604394, 2007, Black, Freightliner, Semi Cab.

Motion Mr Unger, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

c. Resolution Declaring a Junk Motor Vehicle - 2586 Haverknoll Dr. - 3 of 10

Chief Cordie recommended Adoption of Resolution #151-24

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 2586 Haverknoll Dr. Cincinnati, OH 45231 1. (NO PLATE), 2006, Grey, Chrysler, 300.

Motion Mr Unger, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

d. Resolution Declaring a Junk Motor Vehicle - 2860 Compton Rd. - 4 of 10

Chief Cordie recommended ADOPTION of Resolution #152-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 2860 Compton Rd. Cincinnati, OH 45251 1. (OH), JIN2229, 2015, Black/Tan, Challenger, Thor.

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 - 3094 Libra Ln. - 5 of 10

Chief Cordie recommended ADOPTION of Resolution #153-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 3094 Libra Ln. Cincinnati, OH 45251 1. (INDIANA), 450ZTD, 2011, Black, Kia, Sorento. Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

f. Resolution Declaring a Junk Motor Vehicle - 3252 Deshler Dr. - 6 of 10

Chief Cordie recommended ADOPTION of Resolution #154-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 3252 Deshler Dr. Cincinnati, OH 45251 1. (OHIO), HYF1064, 2012, Black, Volkswagen, Jetta.

Motion Mr Wahlert, Seconded Mr Unger

No discussion.

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

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Resolution passed.

g. Resolution Declaring a Junk Motor Vehicle - 8884 Pippin Rd. - 7 of 10

Chief Cordie recommended ADOPTION of Resolution #155-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 8884 Pippin Rd. Cincinnati, OH 45251 1. (NO TAG), 2014, Grey, Nissan, Maxima 2. (NO TAG), 2007, Maroon. Ford, F-150 3. (NO TAG), 1968, (ALL RUST), Ford, Mustang 4. (NO TAG), 1940's, Black, Unknown Vehicle Shell 5. (OHIO), CZ31VU, Maroon, Nissan, 300ZX 6. (NO TAG), 2015, Maroon, Buick, Lacrosse 7. (OHIO), KHZ7057, 2008, White, Lexus, ES350 8. (OHIO), KAC3474, 2009, Black, Lexus, LS400 9. (OHIO), KAA6567, 2003, Grey, Mitsubishi, Galant 10. (NO TAG), 1980, White/Blue, Seacraft, Viking.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

h. Resolution Declaring a Junk Motor Vehicle - 8910 Pippin Rd. - 8 of 10

Chief Cordie recommended ADOPTION of Resolution #156-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 8910 Pippin Rd. Cincinnati, OH 45251 1. (OHIO), NW52JG, 1989, Brown/White, Ford, F-150 2. (OHIO), KCQ4742, 2010, White, Ford, Focus.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

i. Resolution Declaring a Junk Motor Vehicle - 11467 Pippin Rd. - 9 of 10

Chief Cordie recommended ADOPTION of Resolution #157-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 11467 Pippin Rd. Cincinnati, OH 45231 1. (OHIO), EHS8148, 2003, Grey, Dodge, Ram 2. (NO TAG), 2008, Grey, Chevrolet, Silverado.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

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

Resolution passed.

j. Resolution Declaring a Junk Motor Vehicle - 11589 Pippin Rd. - 10 of 10

Chief Cordie recommended ADOPTION of Resolution #158-24.

Rationale: Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property: 11589 Pippin Rd. Cincinnati, OH 45231 1. (KENTUCKY), A3X948, 1996, Grey, Nissan, Frontier.

Motion Mr Wahlert, Seconded Ms Ulrich



No discussion.

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

Resolution passed.

Public Services

a. Motion to Adopt Five Year Road Plan

Ms Mays recommended ADOPTION of the Motion.

Rationale: Colerain Township's 2024 Road Program is in the final stages of completion which signals the release of a new five-year road plan to include years 2025 through 2029. While the 2025 plan is approximately \$105,000 over budget, the staff's recommendation that the 2025 list be approved as is, and if cost savings or additional budget cannot be obtained, reductions can be made at a later date.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Unger - I have never gone to public works and said "hey, pave this street". This is purely based on the street rating system.

Mr Wahlert - I encourage you to find the \$105,000 because we need to be in budget on that.

All voted Yes. Motion approved.

b. Motion to Issue a Request for Bids for the 2025 Road Program

Ms Mays recommended ADOPTION of the Motion.

Rationale: The 2025-2029 Road Program has been assembled by Public Services. Consistent with past practice, Public Services is proposing that all streets in the 2025 Road Program receive a minimum of a two-inch mill of the current surface and two-inch fill with new liquid asphalt. The total depth of mill and fill will vary slightly in different areas of each street. These streets will also receive new curbs and needed repairs to storm basins. Once approved, we will release for bid the next business day with a planned bid opening of January 8, 2025.

Motion Mr Unger, Seconded Mr Wahlert

No discussion.

All voted Yes. Motion approved.

c. Motion Authorizing Invitation to Bid - Joseph Road Sidewalk Construction

Ms Mays recommended ADOPTION of the Motion.

Rationale: Engineering is now complete on the Joseph Road sidewalk project. This invitation to bid will be published externally in the newspaper and bidders will have until January 14th to return a bid. Staff will have a placeholder on the January Board of Trustee agenda for award of the contract to the lowest and best bidder. It is anticipated that all work will be completed in 2025 on this project. The Township has previously secured two separate grants to cover the cost of the construction of the sidewalk.

Motion Mr Wahlert, Seconded Ms Ulrich

Discussion:

Mr Wahlert - This to me is a significant win. This has gone back a dozen years. This is

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something that needed to be done. We got 2 grants to pay for this.

Mr Weckbach - Yes, we should get the full construction covered with those grants.

All voted Yes. Motion approved.

d. Resolution Accepting Crosley Meadow, Ava Lane, and Amelia Court as Township Streets

Ms Mays recommended ADOPTION of Resolution #159-24.

Rationale: The Hamilton County Engineer has inspected these streets and has determined that the street has been constructed to meet their standards. Therefore, the Engineer recommends that the Township accepts the proposed streets.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Unger - If this is approved, does that start a one-year warranty on them?

Ms Mays - Yes.

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

Resolution passed.

e. Motion Authorizing Township Administrator to Execute Agreement with HPA Development for Snow and Ice Removal of Villas at Taylor Glen Subdivision

Ms Mays recommended ADOPTION of the Motion.

Rationale: The developer of the Taylor Glen 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 806 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 Ms Ulrich

Discussion:

Mr Wahlert - My question is. We were going to do a deeper dive on the fee.

Mr Weckbach - We are on par and the highest charging based on our peers.

All voted Yes. Motion approved.

f. Motion Authorizing Township Administrator to Execute Agreement with MI Homes for Snow and Ice Removal of Abbeytown Subdivision

Ms Mays recommended ADOPTION of the Motion.

Rationale: The developer of the Abbeytown 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 3,070 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 Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

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g. Motion to Approve Fee Schedule for Public Services

Ms Mays recommended ADOPTION of the Motion.

Rationale: Each year the Public Services Department will review its existing fee structure to determine if all fees are at an appropriate rate and to determine if they are adequately covering costs of service. The Department is not proposing any fee changes for 2025. After reviewing and updating policies, staff determined that it was necessary to include the department's special event application fee and notification of the varying fees for a special event permit fee based on what services the applicant is requesting through the application process.

Motion Mr Unger, Seconded Mr Wahlert

No discussion

All voted Yes. Motion approved.

Development

a. Motion to Approve 2025 Meeting & Submission Dates for the Board of Zoning Appeals

Mr Miller recommended ADOPTION of the Motion.

Rationale: The attached list would set the meeting dates for 2025 for the Board of Zoning Appeals.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

b. Motion to Approve 2025 Meeting & Submission Dates for the Zoning Commission

Mr Miller recommended ADOPTION of the Motion.

Rationale: The attached list would set the meeting dates for 2025 for the Zoning Commission.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

c. Motion to Appoint Bruce Carpenter as the Business Member of the Colerain Township Joint Economic Development District (Liberty Nursing Health Care)

Mr Miller recommended ADOPTION of the Motion.

Rationale: Mr. Carpenter served on the JEDD Board from 2019-2022 and is currently a Vice President for LBK Health Care, Inc. The appointment is to a four-year term, commencing 12/11/2024.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

d. Motion to appoint Carrie Steely as the Worker Member of the Colerain Township Joint Economic Development District (Liberty Nursing Health Care)



Mr Miller recommended ADOPTION of the Motion.

Rationale: Ms. Steely is the Administrator for Liberty Nursing and would serve as the Worker Member of the JEDD. If appointed, she would serve a four-year term, commencing 12/11/2024.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

- e. Motion to Appoint Carl Werner Hauser III to a Permanent Position on the Colerain Township Zoning Commission (ZC)

Mr Miller recommended ADOPTION of the Motion.

Rationale: Mr. Hauser will fill an existing vacancy on the Zoning Commission. He currently serves as an alternate to the Zoning Commission.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

Administration

- a. Motion to Adopt the 2025 Strategic Plan and Budget Book

Mr McElravy recommended ADOPTION of the Motion.

Rationale: Aligning our strategic priorities with the available resources is a critical component to moving Colerain Township forward. 2025 represents the second year of progress toward the goals established by the Board to govern the 2024-2026 Strategic Plan. This book, linked at the bottom of this narrative is the update to the Strategic Plan that contains critical budgetary information for Fiscal Year 2025. As a reminder, the theme for 2024-2026 is: Growing a Thriving and Sustainable Community This theme captures the six goal areas as adopted by the Board as legislative priorities. These priorities and goals were then translated into numerous initiatives that will be completed by all of our departments. More information and the full Strategic Plan and Budget Book can be viewed at the link below:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/8YKf5uANJk>

Motion Mr Uunger, Seconded Ms Ulrich

No discussion

All voted Yes. Motion approved.

- b. Resolution Adopting Organizational Chart and Job Descriptions

Ms Mays recommended ADOPTION of Resolution #160-24.

Rationale: Staff has completed the process of reviewing all job descriptions within the organization to make improvements, corrections and updates as it pertains to the duties and assignments of the employees. The attached job descriptions and roster are amended to reflect current practices and operations of the Township. This resolution will align the roster and organizational chart with the items found in the 2025 Strategic



Plan and Budget.

Motion Mr Unger, Seconded Ms Ulrich

Discussion:

Mr Unger - There was a time before I got here that there wasn't job descriptions. This way each employee knows what the expectations are.

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

Resolution passed.

c. Resolution Adopting Temporary Appropriations for Fiscal Year 2025

Mr McElravy recommended ADOPTION of Resolution #161-24.

Rationale: This Resolution will establish temporary appropriations for 2025, consistent with the priorities and programs set forth in the Strategic Plan and Budget. The next step in the budget process will be to review the close out of the 2024 Fiscal Year, determine if there will be a supplemental capital appropriation, and then adopt permanent appropriations in March 2025.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion

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

d. Motion Approving 2.75% Merit Pool for all Non-Contract Employees

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: Historically, the Board of Trustees has adopted a merit pool to provide compensation increases for noncollective bargaining staff at year-end based on their overall performance. The merit pool has ranged in size over the past several years and has not dipped below 3%. Given the holistic budgetary challenges for the Township, it is recommended that a merit pool of 2.75% be awarded to all non-contract employees, based on their performance over the past year. The merit pool will cost \$81,766.11 across all departments. This figure includes benefits such as retirement contributions, Medicare, and Worker's Compensation. These adjustments will not be effective for any employee that was hired, received a promotion, or received pay adjustment in 2024 until the one-year anniversary of their hire, pay adjustment, or promotion.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

e. Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of \$418,347

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The attached renewal would provide the Township with an additional year of coverage from the Ohio Plan. This coverage is structurally the same as in previous years. As part of this renewal, Hylant shopped the Township's property and casualty insurance with several vendors including: Liberty, Travelers, Trident, Wright Speciality, and Gladfelter. These firms all declined to bid on the Township's book of business.

Coverage on this plan would take effect on 12/15/2024 and would expire on

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12/14/2025.

Motion Mr Wahlert, Seconded Mr Unger

Discussion:

Mr Wahlert - Maybe over the next year we could take a look at what we could do to provide self insurance.

Mr Weckbach - Your biggest risk will always be a natural disaster.

All voted Yes. Motion approved.

- f. Motion to Approve Special Project from Trustee Unger Discretionary Funds - Summer Camp - \$40,000

Mr Unger recommended ADOPTION of the Motion.

Rationale: The 2025 Strategic Plan and Budget contains a number of deep cuts. In total staff has made more than \$1.5M in programmatic and capital cuts to the budget.

Discretionary dollars were included in the budget for each Trustee to be used on special projects. This was included because this budget contains deep cuts, yet there are a number of competing priorities for each Trustee that they would like to resolve within their tenure. The goal of this line is to allow each Trustee to direct up to \$100,000 into projects of their choosing. Functionally, any Trustee would request that the Administrator add an item to an upcoming agenda for approval for their specific special project. Once approved, staff would then work to implement the special project and follow-up actions would be brought to the Trustees and accounted for on the agenda. This would operate similar to the cost accounting currently conducted on contingency spending on the Fire Station capital projects. This is the first request for a project allocation from these dollars. In this instance, Trustee Unger has requested that Summer Camp be re-instituted from his special projects allocation.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion

All voted Yes. Motion approved.

- g. Motion to Approve Special Project from Trustee Unger Discretionary Funds - Part Time Code Enforcement Position - \$40,000

Mr Unger recommended ADOPTION of the Motion.

Rationale: The 2025 Strategic Plan and Budget contains a number of deep cuts. In total staff has made more than \$1.5M in programmatic and capital cuts to the budget.

Discretionary dollars were included in the budget for each Trustee to be used on special projects. This was included because this budget contains deep cuts, yet there are a number of competing priorities for each Trustee that they would like to resolve within their tenure. The goal of this line is to allow each Trustee to direct up to \$100,000 into projects of their choosing. Functionally, any Trustee would request that the Administrator add an item to an upcoming agenda for approval for their specific special project. Once approved, staff would then work to implement the special project and follow-up actions would be brought to the Trustees and accounted for on the agenda. This would operate similar to the cost accounting currently conducted on contingency spending on the Fire Station capital projects. This is the second request for a project allocation from these dollars. In this instance, Trustee Unger has requested that an



additional position be created for a part-time code enforcement officer from his special projects allocation. It is estimated that this item will cost less than \$40,000.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion:

All voted Yes. Motion approved.

- h. Motion to Set Public Hearing on Marino Lighting District on January 7, 2025 at 6PM

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The petition was filed with the Township on November 20, 2024, and the Board of Trustees was duly notified by her of such filing and a copy of the petition was sent to it on December 10, 2024. The hearing has been set for January 7, 2025, as the hearing must occur within 30 days of Trustee notification. At this hearing, property owners in the proposed lighting district will be provided an opportunity to speak. The Board will then we permitted to take action on the proposed district at the January 2025 meeting.

Motion Mr Wahlert, Seconded Ms Ulrich

No discussion.

All voted Yes. Motion approved.

- i. Motion to Set Public Hearing on Taylor Glen Lighting District on January 7, 2025 at 6PM

Mr Weckbach recommended ADOPTION of the Motion.

Rationale: The petition was filed with the Township on November 20, 2024, and the Board of Trustees was duly notified by her of such filing and a copy of the petition was sent to it on December 10, 2024. The hearing has been set for January 7, 2025, as the hearing must occur within 30 days of Trustee notification. At this hearing, property owners in the proposed lighting district will be provided an opportunity to speak. The Board will then we permitted to take action on the proposed district at the January 2025 meeting.

Motion Mr Wahlert, Seconded Mr Unger

No discussion.

All voted Yes. Motion approved.

11. Old Business

- a. Resolution Adopting New Policy Book

Ms Mays recommended ADOPTION of Resolution #162-24.

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. At the November 12, 2024 meeting, the Board discussed allowing for clerical corrections, clarifying corrections and other minor updates to policies that did not have

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financial impact on the Township's operating expenditures. Of the new policies presented for consideration as a new benefit for employees, one was supported by the Board, which was the Funeral Leave Policy. Below is a brief detailed description of new policies, recommended changes to existing policies (outside of spelling, grammar and/or typographical update), and other policy items to be approved by the Board.

Changes to existing policies:

- Policy 1.9 Paid Time Off Policy: 1. Vacation Leave: ▀ Added a "Statute 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 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.
- 2. Paid Sick Leave: ▀ Added a reference about Funeral Leave and the ability to utilize sick time after Funeral Leave is exhausted. ▀ Added language that allows sick time to be utilized for mental and/or behavioral health recovery. ▀ Added language that outlines proper use of sick leave for Family Medical Leave Act (FMLA) qualifying events. ▀ Put a limit on donated sick time that limits those who can donate to not fall below 480 hours (which is the bank an employee would need to cover their FMLA leave if they had a qualifying event).
- 3. Funeral Leave for non-CBA employees who lose an immediate family member to match current language in other Collective Bargaining Agreements.
- 4. Administrative Leave defined as per the Ohio State Employees definition.
- Policy 1.10 Other Leave of Absence Policy 1. Moved sections of the policy around to flow easier.
- 307 2. Merged Workers Compensation Policy (1.11) into this policy
- Policy 2.1 Purchasing Card Policy 1. Changed language to reflect new banking processes with First Financial Bank.
- Policy 3.1 Records Retention Policy 1. 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 1. Renamed the policy to "Aerial Apparatus Policy" to cover all other flying objects.
- 2. Added language to include other manned and unmanned aerial devices such as rockets, hot air balloons, etc.
- Policy 5.3 Park Rental Policy 1. 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 1. Due to their repetitive nature, 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: 1. Guidelines for instances that require an employee to bring their child to the workplace.
- Electronic Timekeeping Policy: 1. Guidelines for managing staff time sheets in the electronic software system and time clocks.
- Generative Artificial Intelligence Policy: 1. Guidelines for the use of generative artificial intelligence software.
- Economic Development Incentives Policy: 1. Guidelines for providing incentives to attract businesses into Colerain Township
- Active Transportation Policy: 1. Outlines the Township's role for supporting and



promoting active transportation within our community as an alternative form of transportation. 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 included: • 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.

Motion Mr Unger, Seconded Ms Ulrich

No discussion

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

Resolution passed.

b. Discussion - SORTA/Metro

Trustee Matt Wahlert has requested that the Board have an opportunity to discuss SORTA/Metro and impacts on Colerain Township. This item was tabled at the November 12, 2024 meeting.

Discussion:

Mr Wahlert - Mr Wahlert discussed the Sorta tax and sidewalk programs. He mentioned our sidewalks connect to schools. He said we were told the dirt path was in good condition. He said the city of Cincinnati got 72% of the funding. He said the buses skip the turnoffs. He requested Mr Weckbach send a formal letter to the board indicating our concerns.

Mr Unger - To be clear, we applied for a grant on Springdale Road.

Mr Weckbach - This would be from Colerain Ave to Loralinda getting us close to Taylor Elementary.

Motion to approve, sign and mail letter to Sorta/Metro Mr Unger, Seconded Ms Ulrich
All voted Yes. Motion approved.

12. Consent Items

- a. New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Luke Fulmer - \$17.46 per hour

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

- Luke Fulmer

The wage for this job is \$17.46 per hour, and the applicant will work less than 30 hours per week. Contingent upon Board approval, Luke Fulmer would be eligible to begin work on December 22, 2024.

- b. New Hire - Police Officer - Police Department - Brandon Wilson - \$41.47 per hour

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

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individual:

Brandon Wilson.

The wage for this job is \$41.47 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 11, 2024.

c. New Hire - Police Officer - Police Department - Sean McCarley - \$41.47 per hour

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

Sean McCarley.

The wage for this job is \$41.47 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 11, 2024.

d. New Hire - Police Officer - Police Department - Marcelline Pearson - \$34.56 per hour

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

Marcelline Pearson.

The wage for this job is \$34.56 per hour for 40 hours per week. Contingent upon Board approval, she would be eligible to begin work after December 11, 2024.

e. New Hire - Police Recruit - Police Department - Laura Short - \$27.50 per hour

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

Laura Short.

Laura comes to the Police Department as a new hire who is currently expected to attend Butler Tech Police Academy in early January 2025. Laura will start with the Police Department as a Police Recruit. She will hold this role of Police Recruit until completion of the required OPOTA courses and the final state test. The wage for this job is \$27.50 per hour for 40 hours per week. Contingent upon Board approval, she would be eligible to begin work after December 11, 2024. Upon passing the state of Ohio OPOTA test, Laura will assume the role of a Police Officer.

The 2025 wage for this job is \$36.29 per hour for 40 hours per week.

f. New Hire - Police Recruit - Police Department - Austin Chaney - \$27.50 per hour

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

Austin Chaney

Austin comes to the Police Department as a new hire who is currently expected to attend Butler Tech Police Academy in early January 2025. Austin will start with the Police Department as a Police Recruit. He will hold this role of Police Recruit until completion of the required OPOTA courses and the final state test.

The wage for this job is \$27.50 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work after December 11, 2024. Upon

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passing the state of Ohio OPOTA test, Austin will assume the role of a Police Officer. The 2025 wage for this job is \$36.29 per hour for 40 hours per week.

- g. New Hire - Human Resources Specialist - Administration - Douglas Rieman - \$28.85 per hour

The position of Human Resources Specialist was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual:

Douglas Rieman.

The salary for this job is \$28.85 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 23, 2024.

- h. Pay Adjustment - Police Lieutenant - Police Department - Dean Doerflein, Jamie Penley, Jon Middendorf - \$56.62 per hour

Lieutenants in the Colerain Police Department earn approximately 1.5% more than Sergeants in the Colerain Township Police Department. This wage differential highlights compression between the union and non-union staff that should be corrected to ensure that employees are properly compensated to encourage promotion and retention of staff. This new wage will place Lieutenants approximately 10% above the salaries of Sergeants.

In addition, staff has conducted a review of comparable positions in other organizations within Hamilton County and found these salaries to be in line with peer governments. This wage will be effective on 12/08/2024.

- i. Pay Adjustment - Assistant Fire Chief - Fire & EMS Department - Will Mueller at \$57.00 per hour & Shane Packer at \$54.34 per hour

Assistant Chiefs in the Colerain Fire Department earn approximately 5.7% more than Battalion Chiefs in the Colerain Township Fire Department. This wage differential highlights compression between the union and nonunion staff that should be corrected to ensure that employees are properly compensated to encourage promotion and retention of staff. This wage adjustment will move Assistant Chief Packer to 10% above the wage of the Battalion Chief position. Will Mueller's adjustment keeps him in line with his current pay band based on his 8+ years of service as an Assistant Chief. In addition, staff has conducted a review of comparable positions in other organizations within Hamilton County and found these salaries to be in line with peer governments. This wage will be effective on 12/08/2024.

- j. Contract - Hamilton County - Stormwater Grant for Amarillo - \$219,819 award
- The attached grant will award \$219,819 from Hamilton County for stormwater infrastructure improvements to Amarillo Court, which has been known to flood for quite some time. The Township also applied for SCIP Grant dollars to cover an additional portion of the total project costs. Unfortunately, we were not successful in our grant application this year.

The Township will re-apply for SCIP funds in 2025, with the anticipation of project commencement in 2026.

- k. Donation Acceptance - Police Department - Cincinnati Moose Lodge No. 2 -

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\$2,128.68

Colerain Township Police Department is grateful for a \$2,128.68 donation from Cincinnati Moose Lodge No. 2.

1. Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - \$2,128.68

Colerain Township Department of Fire and EMS is grateful for a \$2,128.68 donation from Cincinnati Moose Lodge #2.

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

13. Fiscal Office Report

The bank reconciliation for the month of October was completed with an adjusted bank balance of \$49,296,796.23.

Public records requests for the year and we only have 4 outstanding requests.

14. Executive Session

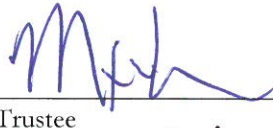
15. Adjournment

Motion to adjourn Mr Wahlert, Seconded Mr Unger,
All voted Yes.

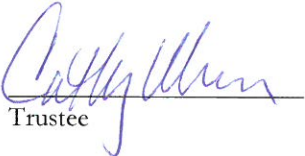
Meeting adjourned at 9:47pm



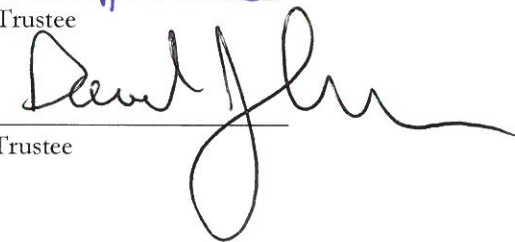
Fiscal Officer



Trustee



Trustee



Trustee