COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

Regular Meeting of the Board of Trustees - December 9, 2025

1. **Opening of Meeting**
2. **Pledge of Allegiance** 6PM
3. **Meditation (Moment of Silence)**
4. **Approval of Minutes**
5. **Public Hearings**
    a. **CZC-25-15**: The applicant, David Haley, is requesting a Map Amendment to rezone the property located at 3882 Colerain Avenue from RER (Rural Estate Residential) to AMN (Avenue Mixed North)
    b. **CZC-25-14:** The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to amend the Township-wide cap on Alternative Financial Service businesses
    c. **BZA-25-26:** Declaration of an Abandoned Sign at 9403 Colerain Avenue
    d. **CZC-25-6:** The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to Revise Standards Related to Animal and Agricultural Uses
    e. **CZC-25-12:** The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to Revise Use Permissions
6. **Presentations**
    a. Cans to Care Presentation by Eric Reifenberger
7. **Citizens Address**
8. **Administrative Reports**
9. **Trustees' Report**
10. **New Business**

<u>Development</u>

a. Resolution to APPROVE/DENY Case CZC - 25-15: Map Amendment to Rezone 3882 Colerain Avenue from Rural Estate Residential to Avenue Mixed North
b. Resolution to APPROVE/DENY Case CZC-25-14: Text Amendment for Alternative Financial Service Businesses
c. Resolution to Approve/Deny Case BZA-25-26 — Declaration of an Abandoned Sign at 9403 Colerain Avenue
d. Resolution to Approve/Deny Case CZC-25-6 - Zoning Resolution Text

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Amendment to Revise Standards Related to Animal and Agricultural Uses

e. Resolution to Approve/Deny Case CZC-25-12 - Zoning Resolution Text Amendment to Revise Use Permissions

Public Safety

a. Resolution Declaring Nuisance and Ordering Abatement
b. Resolution Declaring a Junk Motor Vehicle - 2272 Miles Rd. - 1 of 2
c. Resolution Declaring Junk Motor Vehicles - 9757 Yuba Ct. - 2 of 2
d. Resolution Declaring Registrable Properties and Ordering Abatement - 2885 Kingman Dr. - 1 of 2
e. Resolution Declaring Registrable Properties and Ordering Abatement - 11322 Templeton Dr. - 2 of 2
f. Motion to Approve Project Close Out Change Order #8 - Pepper Construction - Fire Station 26 & 102 - $69,000
g. Motion Authorizing the Township Administrator to Enter into an Addendum to the Agreement with Northwest Local School District for Police Services

Public Services

a. Discussion - Traffic Calming Policy
b. Motion to Adopt Five Year Road Plan
c. Motion to Issue a Request for Bids for the 2026 Road Program
d. Motion Authorizing Invitation to Bid - Amarillo Court Stormwater Improvement and Road Replacement
e. Motion Authorizing Township Administrator to Execute an Agreement with Rack and Ballauer Excavating Co., INC for Parking Lot Areas A, B, & C for $786,484.65
f. Motion to authorize the Township Administrator to execute an agreement with CivicPlus software for the Recreation Management on-line reservation tool
g. Motion Authorizing Township Administrator to Execute Agreement with MI Homes for Snow and Ice Removal of Abbeytown Subdivision
h. Motion Authorizing Township Administrator to Execute an Agreement with Choice One Engineering for Design and Engineering of Amarillo Court Stormwater Drainage Improvements in the amount of $74,750

Administration

a. Discussion - Meeting Cadence for 2026
b. Motion to Appoint the Worker Member of the Colerain Township - City of Cheviot Joint Economic Development District Board
c. Motion Authorizing the Adoption of Amended Appropriations - 2025

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d. Motion Authorizing Township Administrator to Enter into Agreement with Habitat for Humanity for Home Repair Program
e. Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with IAFF in substantially the same form
f. Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with FOP - Clerks in substantially the same form
g. Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with AFSCME - Part Time Fire in substantially the same form
h. Motion to Establish a Merit Pool of $122,387.64 for Non-Represented Township Employees
i. Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of $463,747
j. Motion to Adopt the 2026 Strategic Plan and Budget Book
k. Resolution Adopting Temporary Appropriations for Fiscal Year 2026
l. Resolution Adopting Organizational Chart, Roster, and Job Descriptions
m. Resolution to Adopt the Updated Township Policy Book
n. Resolution Providing for the Termination of the Staverman TIF
o. TIF- Staverman - School Compensation Agreement - NWLSD
p. TIF- Staveman - School Compensation Agreement - Mt. Healthy School District

11. Old Business

12. Consent Items

a. Contract - Hamilton County - Facade Improvement Grant
b. Grant Acceptance - Development - Duke Energy Foundation - $5,000
c. Promotion - Human Resources Manager - Administration - Doug Rieman - $33.66
d. New Hire — Fleet Mechanic 2 — Department of Fire and EMS — Michael Lamanna — $29.00 per hour.
e. Donation Acceptance - Police Department - Moose Lodge No. 2 - $2,055.65
f. Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - $2,055.65 (Checks)

13. Fiscal Office Report

14. Executive Session – if needed

15. Adjournment

PUBLIC HEARINGS

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

CZC-25-15: The applicant, David Haley, is requesting a Map Amendment to rezone the property located at 3882 Colerain Avenue from RER (Rural Estate Residential) to AMN (Avenue Mixed North)

Recommend a motion to open the public hearing.

Rationale:

A public hearing is required by the Trustees prior to the consideration of any map amendments.

COLERAIN TOWNSHIP ~ OHIO

CZC-25-15

CASE SUMMARY

Zoning Commission

3882 Colerain Av.
Map Amendment

Staff & Hearing Information

Applicant:	David Haley, Ancient Roots
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Address & Parcel:	3882 Colerain Av. / 510-0182-0009-00
Application Type:	Map Amendment from RER to AMN

Application Summary

The Zoning Commission is requested to consider a zoning map amendment for the property located at 3882 Colerain Avenue (Parcel 510-0182-0009-00), seeking to change the zoning district from RER – Rural Estate Residential to AMN – Avenue Mixed North. Following review of the application, public testimony, and staff analysis, the Commission may recommend approval, approval with conditions, or denial to the Colerain Township Board of Trustees.

Included Documents

To review this case in full, please consult the accompanying appendices:

1. **Appendix A**: *Current Zoning Map*
2. **Appendix B**: *Proposed Zoning Map*

Staff Recommendation

Staff recommends **DENIAL** of the requested amendment to the Zoning Map as shown in Appendix B.

Prepared in advance of the Colerain Township Zoning Commission's consideration,



David Peters, Senior Planner

COLERAIN TOWNSHIP ~ OHIO

CZC-25-15

STAFF REPORT

Zoning Commission

3882 Colerain Av.
Map Amendment

Staff & Hearing Information

Applicant:	David Haley, Ancient Roots
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Address & Parcel:	3882 Colerain Av. / 510-0182-0009-00
Application Type:	Map Amendment from RER to AMN

Proposed Action

The Zoning Commission is requested to consider a zoning map amendment for the property located at 3882 Colerain Avenue (Parcel 510-0182-0009-00), seeking to change the zoning district from RER – Rural Estate Residential to AMN – Avenue Mixed North. Following review of the application, public testimony, and staff analysis, the Commission may recommend approval, approval with conditions, or denial to the Colerain Township Board of Trustees.

Case Summary & History

The subject property is a 1.63-acre parcel located at the northwest corner of the intersection of Colerain Avenue and Old Colerain Road / Struble Road. The site has historically supported seasonal activities, including a produce stand. The property is currently zoned RER - Rural Estate Residential. There is no true primary structure on site, but a small hut exists as a legally nonconforming accessory structure that supports the seasonal produce stand.

Surrounding zoning districts include AMN (Avenue Mixed North) immediately to the south, where a new Wawa convenience store is nearing completion as part of a Planned District with AMN underlying zoning. Across the street to the west, three parcels remain zoned RER. The property to the north is owned by Rumpke and is located in proximity to the Rumpke landfill. Although the broader corridor functions as a major commercial arterial, pockets of established residential properties remain interspersed throughout this area and continue to be zoned residential in most cases.

On April 8, 2025, the Board of Trustees initiated text amendments regulating cannabis-related uses. On May 20, 2025, the Zoning Commission approved new regulations permitting Cannabis Dispensaries as a conditional use only within AMN, AMC, and AMS districts. These permissions were intended to ensure dispensaries locate in established commercial areas without encouraging additional commercial expansion into sensitive residential edges.

The applicant, David Haley, now requests rezoning the subject property to AMN to support a proposed Cannabis Dispensary. No previous zoning map amendments have been filed for the site.

Proposed Parcel to Amend

The request, if approved, will rezone 510-0182-0009-00 from RER - Rural Estate Residential to AMN - Avenue Mixed North

Attachments

For a comprehensive understanding of the proposed map amendment, please refer to the following appendices:

1. **Appendix A**: *Current Zoning Map* – The existing map prior to amendment.
2. **Appendix B**: *Proposed Zoning Map* – The revised map as proposed.

Staff Findings

Consistency with the Comprehensive Plan

The Comprehensive Plan identifies the Colerain Avenue corridor north of Struble Road as an area where residential zoning should generally be preserved to prevent incremental commercial expansion into long-standing residential areas. In previous cases, residents have expressed concerns about the history of commercial encroachment, particularly related to nearby industrial and landfill operations. The Plan's land use policies respond to this sensitivity by emphasizing a stable residential edge along this portion of the corridor. While the site is adjacent to AMN, the Plan does not call for extending mixed-use districts northward at this location, and the requested zoning would represent a departure from the planned land use pattern for this segment.

Compatibility with Surrounding Development and Zoning Pattern

Although AMN exists directly to the south, the subject property is part of a cluster of RER-zoned parcels. Rezoning this parcel may create a leap in commercial zoning into an area where residential zoning has been intentionally maintained. While the corridor is broadly commercial in function, the Township's zoning map reflects deliberate efforts to protect remaining residential pockets in sensitive transition areas.

Consistency with the Intent of Recent Cannabis Regulations

When the Township adopted cannabis regulations in 2025, the intent was to allow dispensaries in appropriate existing commercial districts, not to drive expansion of those districts into residential areas. Permitting dispensaries only as conditional uses in AMN, AMC, and AMS was intended to focus such uses within established commercial nodes that already contain compatible infrastructure, traffic conditions, and development patterns. Rezoning a residential parcel specifically to enable a dispensary is not fully aligned with that regulatory intent and could set a precedent for future map amendments driven by individual site-specific proposals rather than broader planning objectives.

Availability of Reasonable Use Under Existing Zoning

Although single-family residential development is less likely at this location due to corridor conditions, other residential forms, such as small-scale multifamily or transitional residential housing types, could be developed under the current zoning or through alternative zoning pathways. The property is therefore not without reasonable economic use in its current zoning classification, and rezoning is not necessary to eliminate hardship or provide a use-viable condition.

Staff Recommendation

Staff recommends **DENIAL** of the requested amendment to the Zoning Map as shown in Appendix B.

Respectfully submitted for the Colerain Township Zoning Commission's consideration,



David Peters, Senior Planner

COLERAIN TOWNSHIP ~ OHIO

CZC-25-15
APPENDIX A
Current Map

3882 Colerain Av.
Map Amendment

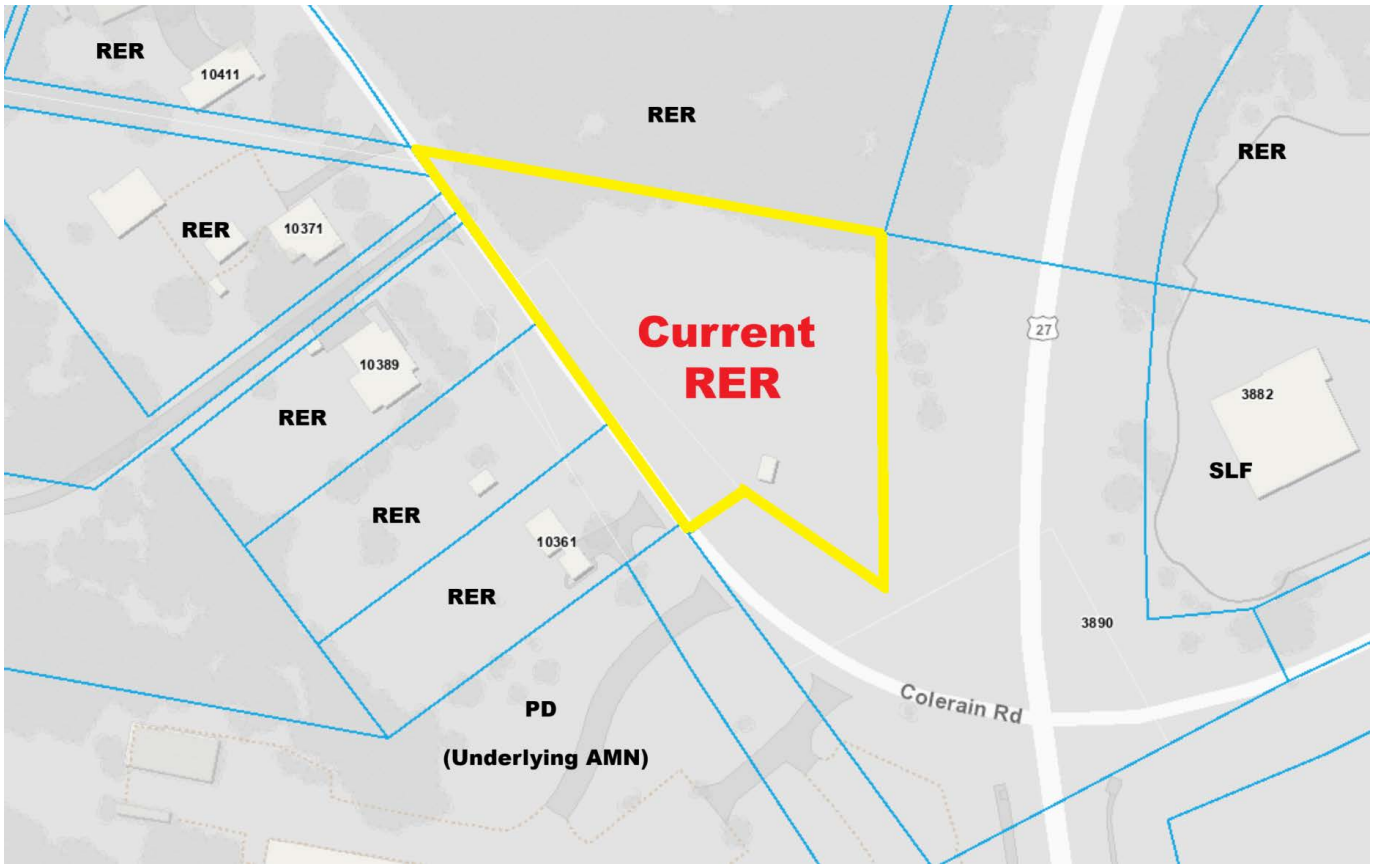
Staff & Hearing Information

Applicant:	David Haley, Ancient Roots
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Address & Parcel:	3882 Colerain Av. / 510-0182-0009-00
Current Zoning:	RER - Rural Estate Residential

Current Zoning Map



COLERAIN TOWNSHIP ~ OHIO

CZC-25-15
APPENDIX B
Proposed Map

3882 Colerain Av.
Map Amendment

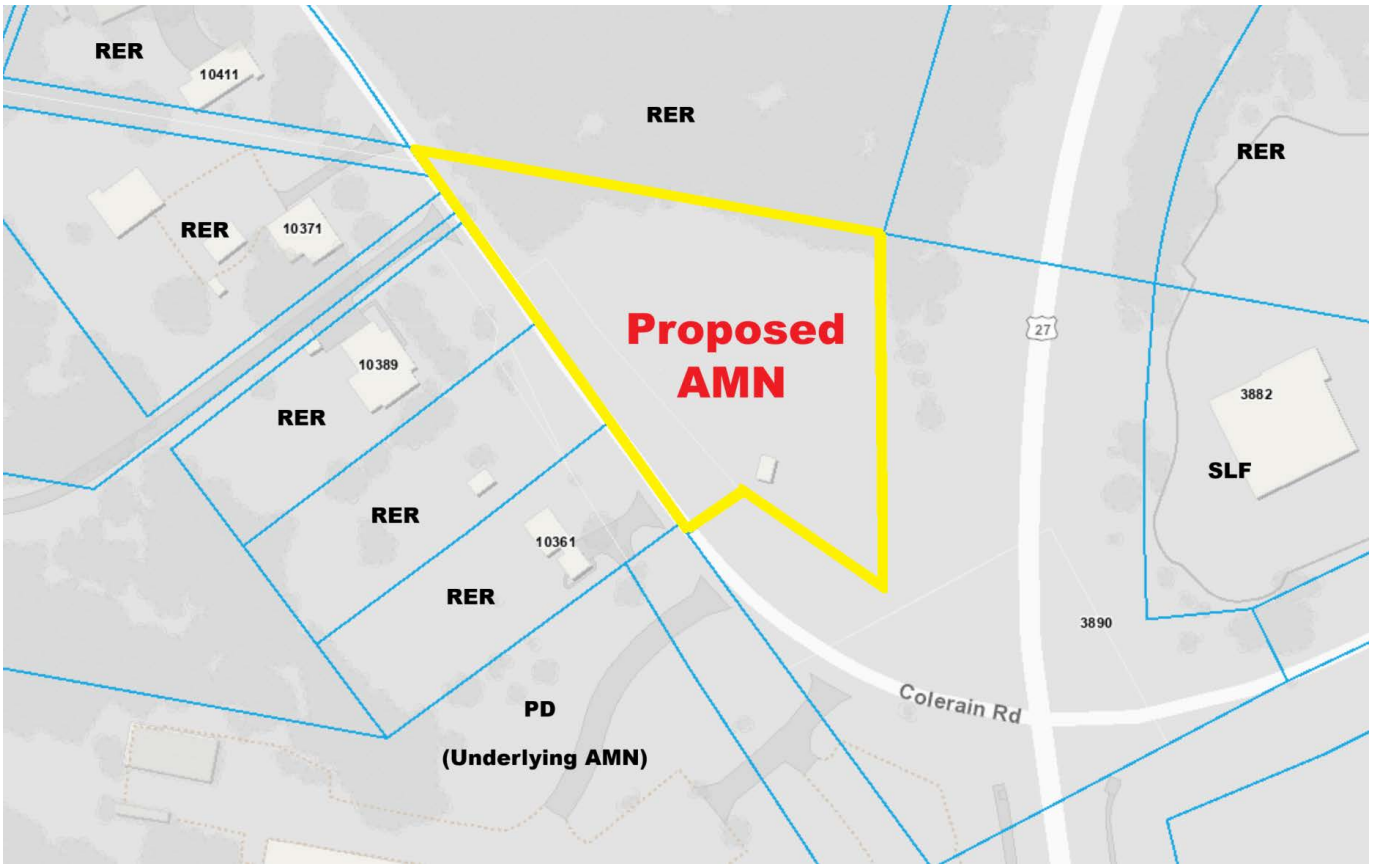
Staff & Hearing Information

Applicant:	David Haley, Ancient Roots
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Address & Parcel:	3882 Colerain Av. / 510-0182-0009-00
Proposed Zoning:	AMC - Avenue Mixed North

Proposed Zoning Map



PUBLIC HEARINGS

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

CZC-25-14: The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to amend the Township-wide cap on Alternative Financial Service businesses

Recommend a motion to open the public hearing.

Rationale:

A public hearing is required by the Trustees prior to the consideration of any text amendments.

COLERAIN TOWNSHIP ~ OHIO

CZC-25-14

CASE SUMMARY

Zoning Commission

Alternative Financial Service
Text Amendment

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Case Title:	Alternative Financial Service
Application Type:	Text Amendment

Application Summary

The purpose of the proposed amendment is to revise the Township-wide cap on Alternative Financial Service establishments by adjusting the population threshold from one facility per 10,000 inhabitants to one per 9,000 inhabitants.

Included Documents

To review this case in full, please consult the accompanying appendices:

1. **Appendix A**: *Current Zoning Text*
2. **Appendix B**: *Proposed Zoning Text*
3. **Appendix C**: *Comparison Document*

Staff Recommendation

Staff recommends **DENIAL** of the requested text amendment to the Zoning Resolution as shown in Appendix B.

Prepared in advance of the Colerain Township Zoning Commission's consideration,

David Peters

David Peters, Senior Planner

COLERAIN TOWNSHIP ~ OHIO

CZC-25-14

STAFF REPORT

Zoning Commission

Alternative Financial Service

Text Amendment

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Case Title:	Alternative Financial Service
Application Type:	Text Amendment

Proposed Action

The purpose of the proposed amendment is to revise the Township-wide cap on Alternative Financial Service establishments by adjusting the population threshold from one facility per 10,000 inhabitants to one per 9,000 inhabitants.

Case Summary & History

On August 26, 2025, the Colerain Township Board of Trustees adopted a motion to initiate a text amendment to Section 3.4.4 (Alternative Financial Service) of the Colerain Township Zoning Resolution. The amendment proposes to reduce the population threshold used to regulate the Township-wide cap on alternative financial service establishments, effectively loosening existing limitations on their overall number. While the amendment retains the current spacing and buffer requirements, the change could incrementally weaken longstanding safeguards intended to prevent the over-concentration of high impact uses. The proposal introduces the potential for additional saturation over time, which is inconsistent with the Township's ongoing efforts to support reinvestment and maintain a balanced, stable commercial environment in accordance with the Colerain Township Comprehensive Plan.

Proposed Section(s) to Amend

Section 3.4.4

Attachments

For a comprehensive understanding of the proposed text amendment, please refer to the following appendices:

1. **Appendix A**: *Current Zoning Text* – The existing language prior to amendment.
2. **Appendix B**: *Proposed Zoning Text* – The revised language as proposed.
3. **Appendix C**: *Comparison Document* – A side-by-side comparison highlighting additions (in bold), deletions (struck through), and descriptions of changes to tables or graphics.

Staff Findings

Consistency with the Comprehensive Plan

The Comprehensive Plan directs the Township to maintain a regulatory framework that supports reinvestment, targeted redevelopment, and long term economic stability. Adjusting the population-based cap to allow additional establishments within this use category would alter an existing regulatory tool that helps manage the overall composition of commercial activity. Because the Plan emphasizes maintaining balance and ensuring that zoning standards align with adopted growth management objectives, increasing the allowable number of such uses may not be consistent with the Plan's direction for

calibrated, policy-based regulation. Retaining the existing standard more closely aligns the zoning framework with the Plan's long range land use and economic development policies.

Reinforcement of Community Character Goals

The Comprehensive Plan outlines strategies to support corridor reinvestment, improve aesthetics, address vacancy, and encourage a mix of commercial activity that contributes positively to long term neighborhood conditions. Increasing the number of establishments in any single commercial category can affect the intended balance envisioned for these reinvestment areas. The current population-based limitation helps maintain that balance. Modifying it could produce development patterns that diverge from the character objectives in the Plan. Maintaining the existing ratio is therefore more consistent with achieving the Plan's stated vision for corridor character and commercial mix.

Enabling Economic Diversification and Reinvestment

A key objective of the Comprehensive Plan is to diversify the Township's commercial base and encourage investment in underutilized properties, particularly within key corridors and redevelopment areas. Allowing additional establishments within this category could reduce the regulatory spacing and volume controls that help maintain opportunities for a wider variety of commercial uses to locate and reinvest. Preserving the existing population threshold supports the Plan's goal of facilitating a diverse commercial environment and protecting capacity for varied reinvestment opportunities across the Township.

Regulatory Consistency and Rational Basis for Zoning Standards

Zoning regulations are required to be supported by a rational planning basis and applied consistently across similar use categories. In reviewing this proposal, staff has not identified a documented planning need, policy directive, or operational deficiency in the current standard that would justify modifying the population-based cap at this time. Without a clear and broadly applicable land use rationale, adjusting this single provision could create difficulty in demonstrating the basis for the change if questioned in future regulatory or administrative contexts. Maintaining the existing standard preserves consistency within the zoning framework and avoids establishing an isolated amendment not tied to an overarching planning objective or broader code update.

Staff Recommendation

Staff recommends **DENIAL** of the requested text amendment to the Zoning Resolution as shown in Appendix B.

Respectfully submitted for the Colerain Township Zoning Commission's consideration,



David Peters, Senior Planner

COLERAIN TOWNSHIP ~ OHIO

CZC-25-14
APPENDIX A
Current Text

Alternative Financial Service
Text Amendment

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Case Title:	Alternative Financial Service
Application Type:	Text Amendment

Current Zoning Text

3.4.4 – Alternative Financial Service
A. Township-wide limitation on the number of such uses. The number of alternative financial service uses operating within the township shall not exceed 1 such use per 10,000 inhabitants residing in the township. The applicant of a Zoning Certificate for an alternative financial service shall demonstrate that the issuance of an approved Zoning Certificate would not increase the number of alternative financial services uses operating within the township at the time of application above this threshold and may rely on the most recent decennial census.

COLERAIN TOWNSHIP ~ OHIO

CZC-25-14
APPENDIX B
Proposed Text

Alternative Financial Service
Text Amendment

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Case Title:	Alternative Financial Service
Application Type:	Text Amendment

Proposed Zoning Text

3.4.4 – Alternative Financial Service

A. Township-wide limitation on the number of such uses. The number of alternative financial service uses operating within the township shall not exceed 1 such use per 9,000 inhabitants residing in the township. The applicant of a Zoning Certificate for an alternative financial service shall demonstrate that the issuance of an approved Zoning Certificate would not increase the number of alternative financial services uses operating within the township at the time of application above this threshold and may rely on the most recent decennial census.

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	November 18, 2025

Case Information

Case Title:	Alternative Financial Service
Application Type:	Text Amendment

Comparison Between Current & Proposed Text

3.4.4 – Alternative Financial Service

A. Township-wide limitation on the number of such uses. The number of alternative financial service uses operating within the township shall not exceed 1 such use per ~~10,000~~ 9,000 inhabitants residing in the township. The applicant of a Zoning Certificate for an alternative financial service shall demonstrate that the issuance of an approved Zoning Certificate would not increase the number of alternative financial services uses operating within the township at the time of application above this threshold and may rely on the most recent decennial census.

PUBLIC HEARINGS

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

BZA-25-26: Declaration of an Abandoned Sign at 9403 Colerain Avenue

Recommend a motion to open the public hearing.

Rationale:

The Township's rules on abandoned signs require a public hearing prior to determination of abandonment.

COLERAIN
TOWNSHIP ~ OHIO

BZA-25-26

APPEAL

Board of Zoning Appeals

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Board of Zoning Appeals Administrator
Hearing Date:	August 27, 2025

Case Information

Application Type:	Appeal of Zoning Administrator Decision
Property Address:	9403 COLERAIN AV
Parcel Number:	510-0101-0114-00
Zoning District:	AMC
Applicant:	Kenneth Carl
Property Owner:	White Oak Properties #2,LLC

Applicant's Position

The permit was denied because it was claimed that the sign was abandoned as of November, 2022. This is not true. The sign has been under lease since March, 2023, to Empire, LLC (9405 Colerain). The sign had blank faces in at the time of the lease. The tenant at 9405 was in the process of putting graphics on half of the sign. I informed them that they must get approval from the Township to put their graphics on the faces. When they went to do this, they realized they had other zoning problems and could not get approval for the street sign. In the meantime, the faces had been taken out of the sign waiting for the new graphics and the approval from Colerain Township. During this process, the space at 9403 was leased to Mimi's Nail Salon. When the permit was applied for these sign faces, it was denied because of this claim of "abandoned". The sign was never abandoned and has been under lease. I am asking that the permit for Mimi's sign be approved. The panels will be put back in the other side when her panels are installed.

The standard Colerain is using to enforce the abandoned signs seems rather arbitrary. I am guessing that half of the signs on Colerain Township at one time or another fall in this category. When Check 'n Go left the space, I required them to put in blank faces in the sign because I thought it looked better. Now I see that was a mistake. If the old signs were in there, it would not have been considered an abandoned sign.

Staff's Response

The applicant has appealed Staff's denial of a permit to install new faces in an abandoned freestanding pole sign at 9403 Colerain Avenue. Their central claim is that the sign has not been abandoned because it was under lease and there was intent to install new sign faces. That position is not supported by the Colerain Township Zoning Resolution or Ohio zoning law. According to Articles 4 and 5 of the Zoning Resolution, a nonconforming sign loses its legal status when it has been discontinued or abandoned for two years. This sign has stood with blank or missing faces, displaying no bona fide business message, for well beyond that period. Once lost, nonconforming status cannot be revived.
The applicant points to a lease agreement dating back to 2023 as proof the sign was still in use. This is a misunderstanding of how zoning law operates. Leasing is a private business arrangement and it does not establish or maintain an active land use. What matters under zoning is the physical continuation of the nonconforming activity. For a sign, this would require the ongoing display of lawful sign faces advertising an active business. A pole sign standing empty or with blank cabinets is not "in use" merely because rent is being paid.

The applicant also suggests that leaving former tenant panels in place would have preserved the sign's status, whereas blank faces resulted in abandonment. This is incorrect. Both blank panels and outdated sign faces represent abandonment, because neither advertises a bona fide, ongoing business. A nonconforming sign only retains its protection while it continues to function for its intended purpose: advertising a lawful business located on the premises. When the business leaves and the sign no longer fulfills that function, the abandonment clock begins to run. Whether the panels are removed entirely or left in place with obsolete copy, the sign has ceased to operate as intended.

The applicant emphasizes that there was intent to install graphics in the future. Intent, however, is not what the law recognizes. The standard is actual, continuous use. Once the two year period of inactivity has passed, the sign's nonconforming status is extinguished as a matter of law, regardless of the owner's plans or expectations. Hopes for future use cannot preserve a nonconforming status that has already lapsed. The applicant further speculates that "half of the signs in Colerain Township" could fall into the same category. This assertion is both irrelevant and inaccurate. Enforcement is not arbitrary but dictated directly by the Zoning Resolution. Every case is fact specific, and in this case, the evidence of abandonment is overwhelming. Suggesting that other violations may exist is no defense.

This appeal is not only legally deficient but also contrary to the Township's long-term planning objectives. The Zoning Resolution makes clear that its purpose is to regulate land use in a manner that protects public health, safety, convenience, and general welfare, and that such regulation must be applied consistently with the Comprehensive Plan.

The Comprehensive Plan calls for the repositioning of underutilized and blighted properties along Colerain Avenue into higher and better uses that strengthen the Township's economic base and community character. Abandoned pole signs are the very type of obsolete structures the Township has sought to eliminate. They are inconsistent with modern signage standards, diminish the visual quality of the corridor, and undermine ongoing efforts to revitalize Colerain Avenue as a competitive commercial destination.

Staff has worked constructively with the applicant and presented viable pathways for new signage through variance processes that would align with current standards. Rather than pursue those lawful and reasonable options, the applicant seeks to revive an abandoned and out of character structure that the law no longer recognizes.

The Board cannot lawfully restore a nonconforming status that no longer exists. To do so would effectively authorize a new pole sign without any legal basis. The proper course of action is to uphold Staff's denial and require the demolition of the abandoned sign. Colerain Township remains committed to assisting the applicant in developing new signage solutions that are modern, attractive, and consistent with the Township's adopted standards and community vision.

Prepared in advance of the Colerain Township Board of Zoning Appeals' consideration,



David Peters, Board of Zoning Appeals Administrator

COLERAIN TOWNSHIP ~ OHIO

Case Number: ***BZA-25-26***

Application for Appeal of Zoning Administrator Decision

Colerain Township Board of Zoning Appeals

Applicant Name:	Ken Carl
Applicant's Role in Project:	Owner
Property Owner Name:	White Oak Properties #2,LLC

Property Address:	**9403 COLERAIN AV**
Auditor's Parcel Number:	510-0101-0114-00
Zoning Classification:	AMC

Required Submissions:

1. Signed, typewritten justification statement addressing the specifics of this case. ***[Submitted on July 30, 2025]***

2. Site plan and construction drawings, if applicable. ***[Submitted on July 30, 2025]***

3. Names and addresses of adjacent property owners within 200 feet. ***[Obtained by Staff on July 30, 2025]***

4. Application submitted within 20 days of refusal letter. ***[Refusal Letter Date: . Verified.]***

5. Applicant has been notified of and agrees to pay fees associated with this application. ***[Signed on July 30, 2025]***

Applicant's Mailing Address: 5754 Opengate Ct., Cincinnati, Oh 45247

Kenneth E. Carl

Applicant signed digitally on July 30, 2025.

CAGIS ***Zoning Resolution*** ***Zoning FAQ***

RECEIVED
July 30, 2025
ZONING COMMISSION
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH


RGER
ING
THE WHOPPER

GREGDIDIT LLC
Grafix & Signage Install Company
513 295-7779
gregdidit1@gmail.com
3345 BLUE ROCK RD. CINCINNATI, OHIO 43239

PROOF SHEET	DATE
2502	06/04/2025

JOB NAME	DESCRIPTION	QTY
MIMIS NAILS	POLE SIGN FACE AND LED RETRO	1

2- 4' X 10' X 3/16" WHITE ACRYLIC PANELS DECORATED



RETRO FIT 4 - 10' LED LAMPS IN EACH SIGN CABINET (8 TOTAL)

FABRICATE NEW CABINET RETAINERS

INSTALL NEW DECORATED SIGN FACES



The provided drawings are intended to illustrate the general design and appearance of the final product. They offer a visual representation to help convey the overall concept and expected outcome. However, please note that the final product may differ from these illustrations. Variations can occur.

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DISTRIBUTION OR EXIBITION OF THIS DRAWING TO ANYONE OTHER THAN EMPLOYEES OF YOUR COMPANY IS FORBIDDEN.
IN THE EVENT THAT SUCH EXHIBITION OCCURS GREGDIDIT EXPECTS TO BE REIMBURSED $375.00 IN COMPENSATION FOR
TIME AND EFFORT IN CREATING THIS DRAWING

Thank you for your business

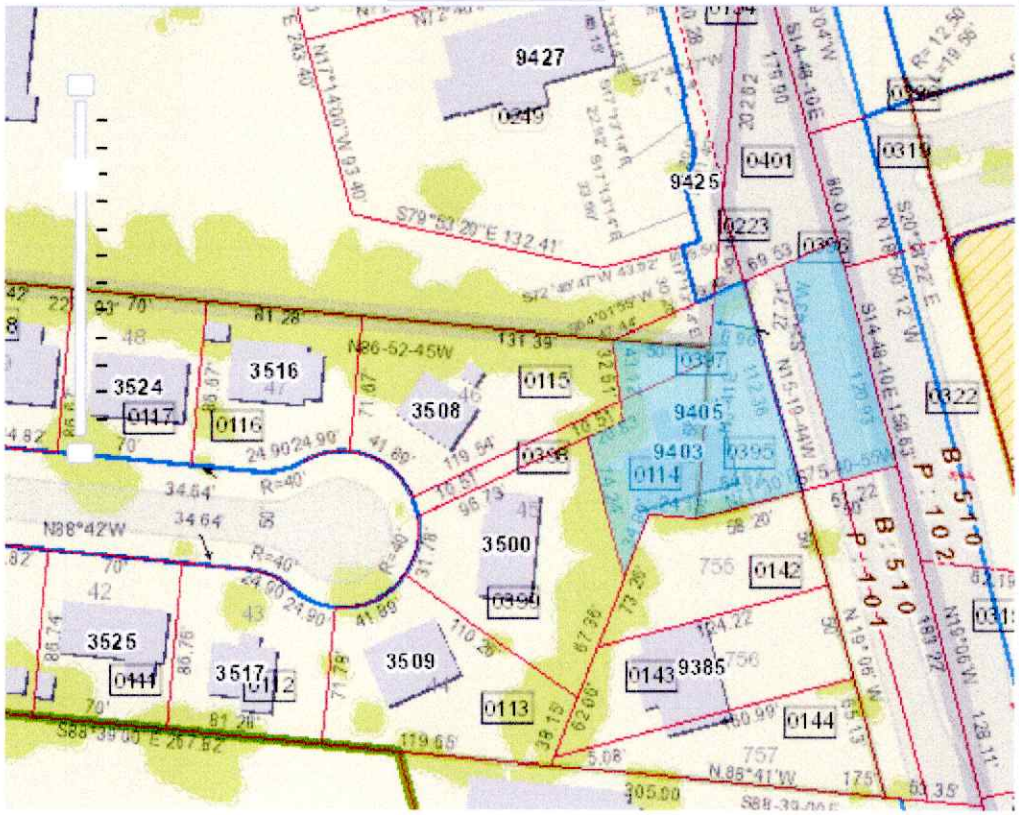
Jessica E. Miranda
HAMILTON COUNTY AUDITOR

HAMILTON COUNTY AUDITOR'S OFFICE
138 E. Court St., Cincinnati, OH 45202
www.HamiltonCountyAuditor.org

Online Property Access

Parcel ID	Address	Index Order	Tax Year
510-0101-0114-00	9403 COLERAIN AVE	Parcel Number	2024 Payable 2025

Property Map



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COLERAIN
TOWNSHIP ~ OHIO

Notice of Refusal

Planning & Zoning
4200 Springdale Rd
Cincinnati, OH 45251
(513) 385-7505

Applicant Name:	GREG CLARK
Applicant Email:	gregdidit1@gmail.com
Property Address:	**9405 COLERAIN AV**
Parcel Number:	510-0101-0114-00
Zoning Classification:	AMC

July 10, 2025

RE: Application for Master Signage Plan

TO: GREG CLARK

Dear Sir or Madam,

The Colerain Township Department of Planning & Zoning has recently reviewed your application for adoption of a Master Signage Plan.

Unfortunately, your application has been REFUSED due to the following reason(s):

The ground sign at issue became a nonconforming structure upon the Township's adoption of revised regulations establishing minimum setback requirements for signage. Following the implementation of those regulations, the sign ceased to be actively used for lawful purposes and was determined to be abandoned as of no later than November 2022. In accordance with the provisions of the Colerain Township Zoning Resolution governing the discontinuation of nonconforming uses, the sign's legal nonconforming status was extinguished in November 2024 due to a continuous two-year period of nonuse.

As a result, the subject sign has permanently forfeited any legal nonconforming rights and may not be reactivated, reconstructed, altered, or utilized for any form of signage, whether for on-site or off-site businesses, now or in the future. Any attempt to restore or repurpose the sign shall be considered a violation of the Colerain Township Zoning Resolution and subject to enforcement action.

An appeal from this decision to the Colerain Township Board of Zoning Appeals is governed under Section 6 of the Zoning Resolution, and an application for appeal is located on our website at Colerain.org.

NOTE: ANY APPEAL FROM THIS REFUSAL MUST BE FILED WITH THE BOARD OF ZONING APPEALS WITHIN 20 DAYS FROM THE DATE OF THIS NOTICE.

The Board of Zoning Appeals application is online and can be found at the following address:
https://coleraintownshipoh.viewpointcloud.com/categories/1088/record-types/6484

For further information, please contact the Board of Zoning Appeals Administrator David Peters at 513-385-7505.

Sincerely,

David Peters *Senior Planner*

PUBLIC HEARINGS

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

CZC-25-6: The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to Revise Standards Related to Animal and Agricultural Uses

Recommend a motion to open the public hearing.

Rationale:

A public hearing is required by the Trustees prior to the consideration of any text amendments.

CZC-25-6

COLERAIN TOWNSHIP ~ OHIO

CASE SUMMARY

Zoning Commission

Agricultural & Animal Uses

Text Amendment

Department: Planning & Zoning
Staff: David Peters, Zoning Commission Administrator
Hearing Date: June 17, 2025

Application Summary:

Staff recommends that the Zoning Commission initiate and recommend approval of the proposed text amendment to Section 3.4.3 – Agricultural Uses of the Colerain Township Zoning Resolution. The proposed amendment clarifies the applicability of agricultural regulations in accordance with Ohio Revised Code §§519.01 and 519.21, introduces specific animal-keeping standards by type and lot size, and establishes setbacks, containment, and sanitation requirements to ensure compatibility with surrounding land uses.

The updated language strengthens legal defensibility, aligns local regulations with state law, and provides clear, enforceable standards that protect public health and neighborhood character while supporting responsible agricultural practices in appropriate areas of the Township.

Included Documents:

To review this case in full, please consult the accompanying appendices:

1. **Appendix A**: *Current Zoning Text*
2. **Appendix B**: *Proposed Zoning Text*
3. **Appendix C**: *Comparison Document*

Staff Recommendation: Staff recommends **APPROVAL** of the requested text amendment to the Zoning Resolution as shown in Appendix B.

Prepared in advance of the Colerain Township Zoning Commission's consideration,



David Peters, Senior Planner

CZC-25-6

COLERAIN TOWNSHIP ~ OHIO

STAFF REPORT

Zoning Commission

Agricultural & Animal Uses

Text Amendment

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	June 17, 2025

Proposed Action:

Staff recommends that the Zoning Commission initiate and recommend approval of the proposed text amendment to Section 3.4.3 – Agricultural Uses of the Colerain Township Zoning Resolution. The proposed amendment clarifies the applicability of agricultural regulations in accordance with Ohio Revised Code §§519.01 and 519.21, introduces specific animal-keeping standards by type and lot size, and establishes setbacks, containment, and sanitation requirements to ensure compatibility with surrounding land uses.

The updated language strengthens legal defensibility, aligns local regulations with state law, and provides clear, enforceable standards that protect public health and neighborhood character while supporting responsible agricultural practices in appropriate areas of the Township.

Case Summary & History:

In response to increased inquiries and enforcement challenges related to the keeping of animals in residential and semi-rural areas, the Planning & Zoning Department initiated a review of Section 3.4.3 – Agricultural Uses of the Colerain Township Zoning Resolution. The current regulations apply broadly to non-exempt agricultural uses and limit animal density based on a generic “animal unit per acre” standard, without clear distinctions for animal type, lot size, or zoning district context. Additionally, the existing language lacks specific standards for containment, sanitation, and land use compatibility.

Staff identified a need to modernize the agricultural use standards to:

- Clarify applicability in relation to Ohio Revised Code §§519.01 and 519.21;
- Provide specific regulations for common animal types (e.g., chickens, small livestock, large livestock, and beekeeping);
- Establish minimum lot sizes, setback requirements, and limits per acre;
- Support consistent and enforceable standards in suburban and rural environments;
- Address nuisance concerns, particularly in developing subdivisions.

The proposed amendment was drafted by Planning & Zoning staff and reviewed internally for consistency with existing zoning regulations and state law. This amendment introduces a tiered framework based on parcel size, animal type, and zoning district, while preserving rights for exempt agricultural operations and protecting existing legal nonconforming uses. The Zoning Commission is now tasked with reviewing the proposed text and making a formal recommendation to the Board of Trustees.

Proposed Section(s) to Amend:

- Amend Table 3.1.4-A: Comprehensive Use Permissions to rename 'Agricultural Uses' to 'Agricultural & Animal Uses'.
- Amend Table 3.1.4-A: Comprehensive Use Permissions to designate Agricultural & Animal Uses as a permitted use by right in all zoning districts, subject to the standards and conditions outlined in Section 3.4.3.
- Replace the existing language in Section 3.4.3 – Agricultural Uses with the proposed revised text.
- Remove the definition for 'Animal Unit', which is not consistent with the proposed amendment.

Attachments:

For a comprehensive understanding of the proposed text amendment, please refer to the following appendices:

1. **Appendix A**: *Current Zoning Text* – The existing language prior to amendment.
2. **Appendix B**: *Proposed Zoning Text* – The revised language as proposed.
3. **Appendix C**: *Comparison Document* – A side-by-side comparison highlighting additions (in bold), deletions (struck through), and descriptions of changes to tables or graphics.

Staff Findings:

The proposed amendment to Section 3.4.3 – Agricultural Uses of the Colerain Township Zoning Resolution refines and modernizes local standards for animal keeping on non-exempt properties. The revised language clarifies applicability, introduces detailed standards by animal type, and aligns the Township's regulations with the Ohio Revised Code.

Based on review of the Comprehensive Plan, adopted zoning policies, and applicable land use goals, staff offers the following findings:

- **Comprehensive Planning Consistency.** The proposed amendment supports the Colerain Township Comprehensive Plan, which emphasizes protecting rural character while balancing suburban growth. By establishing thresholds for animal keeping that correspond to parcel size and district, the amendment safeguards agricultural practices in rural areas and prevents their inappropriate expansion into urbanized neighborhoods.
- **Reinforcement of Community Character Goals.** Tailoring standards by zoning district and lot size reinforces Colerain's distinct rural, suburban, and commercial character areas. Prohibiting large livestock in non-rural districts while permitting modest chicken or beekeeping operations ensures agricultural practices remain compatible with neighborhood expectations and character.
- **Clarification of Use Permissions for Evolving Needs.** The amendment responds to evolving public interest in urban homesteading, backyard chickens, and beekeeping by providing specific, enforceable guidelines. This clarity supports property owners while protecting neighbors from impacts, striking a balance between personal use and community welfare.
- **Support for Zoning Resolution Modernization Initiatives.** Replacing outdated setback, animal unit, and applicability language with tiered standards enhances the functionality of the Zoning Resolution. The revised section is easier to interpret, more internally consistent, and aligned with modern zoning best practices, aiding both staff enforcement and applicant compliance.
- **Deference to Statutory Definitions and Interpretation Rules.** By directly referencing R.C. §519.01 and §519.21, the amendment reinforces the Township's deference to state law regarding agricultural exemptions. This minimizes legal risk and bolsters procedural defensibility in the event of challenges.

- **Improvement of Internal Consistency and Cross-Referencing.** The new language explicitly connects Section 3.4.3 with Section 6.3.2 (Zoning Certificate requirements) and Article 5 (Nonconformities), improving clarity and cross-referencing throughout the Resolution. It ensures that exemptions, enforcement, and legacy uses are addressed comprehensively.
- **Promotion of Safe and Resilient Site Design.** Standards requiring animal containment, fencing, sanitary conditions, and 100-foot setbacks from property lines enhance public health and safety. These regulations mitigate noise, odor, runoff, and animal escape risks, protecting both neighboring uses and animal welfare.
- **Preservation of Open Space and Community Greenspace.** The amendment restricts intensive animal keeping to larger lots and rural zones, preserving the Township's open space character. This supports conservation efforts and avoids over-intensification in suburban subdivisions or residential clusters.

Staff Recommendation: Staff recommends **APPROVAL** of the requested text amendment to the Zoning Resolution as shown in Appendix B.

Respectfully submitted for the Colerain Township Zoning Commission's consideration,



David Peters, Senior Planner

3.4.3: Agricultural Uses

A. *Applicability.*
The provisions of this Subsection 3.4.3 – Agricultural Uses shall apply to those agricultural uses that are not exempt from review pursuant to Subsection 6.3.2 – Zoning Certificate of this Resolution and meet the definition of an agricultural use.

B. *Minimum setbacks.*
All buildings, exterior storage, refuse, or supplies associated with agricultural uses shall be set back a minimum of 100 feet from all lot lines.

C. *Limit on the number of animals.*
Agricultural uses shall be limited to a maximum of one animal unit per acre for a given property.

7.1: Defined Terms

Animal Unit. A unit of measurement used to determine the total number of single, non-domestic animal types or combination of animal types, which are fed, confined, maintained, or stabled for agriculture. One animal unit shall equal one beef feeder/slaughter animal. Other animals have different equivalents as they are larger or smaller and produce different amounts of manure.

Therefore, one animal unit shall equal:

(1) 6 chickens

(2) 4 turkeys

(3) 0.5 horses

(4) 0.5 cow

(5) 1 hog

(6) 2 sheep

3.4.3 – Agricultural & Animal Uses

A. *Applicability*.
This section applies to the raising or keeping of animals for agricultural purposes, as defined by Ohio Revised Code §519.01. Agricultural uses that qualify for exemption under ORC §519.21 are not subject to zoning regulation except as permitted under applicable exceptions for platted subdivisions. The following standards apply to all non-exempt properties and any property seeking to keep animals not protected by agricultural exemption.

B. *Subdivision Exceptions*.
In accordance with ORC §519.21:

1. Agricultural uses are prohibited on lots smaller than one acre and located within a platted subdivision.
2. On lots between one and five acres within a platted subdivision where 35 percent or more of the lots are developed, the keeping of animals for agricultural purposes may be regulated by the Township and is subject to this section.
3. Adjacent parcels under the same ownership may be combined to meet acreage thresholds, provided the parcels are contiguous and recorded as such.

C. *Animal Keeping Standards*.

1. *Minimum Lot Size*.
   (i) No animals for agricultural purposes shall be kept on lots smaller than one acre.
   (ii) Acreage shall be rounded down and cannot be fractioned.
2. *Chickens*.
   (i) Permitted in all zoning districts on lots of one acre or more.
   (ii) A maximum of six chickens is allowed per acre, with a maximum of 36 chickens per property.
   (iii) Roosters are prohibited.
   (iv) Chickens shall be housed in a secure, enclosed coop and run, situated in the rear yard and set back a minimum of 100 feet from all property lines.
3. *Small Livestock (e.g., goats, sheep, ducks, turkeys, geese, guinea fowl, and similar animals as determined by the Zoning Administrator)*.
   (i) Permitted only in the Rural Estate Residential (RER) Zoning District.
   (ii) No more than four small livestock per acre, up to a total of twelve animals per property.

(iii) All animals shall be enclosed within a fenced pasture or structure located at least 100 feet from all property lines.

4. *Large Livestock (e.g., horses, cows, alpacas, llamas, donkeys, mules, bison, and similar animals as determined by the Zoning Administrator)*.
   (i) Permitted only in the Rural Estate Residential (RER) Zoning District.
   (ii) Minimum lot size shall be five acres.
   (iii) No more than three large livestock animals per 5 acres, with a maximum of six large animals per property.
   (iv) Barns or stables shall be located at least 100 feet from all property lines.

5. *Beekeeping*.
   (i) Permitted on lots of one acre or more in any zoning district.
   (ii) No more than two hives are permitted per acre, with a maximum of six hives per property.
   (iii) Hives shall be located in the rear yard and set back a minimum of 100 feet from all property lines.

D. *General Requirements*.

1. All animals shall be securely contained within the property boundaries by approved fencing or enclosures appropriate to the animal's size and behavior.
2. Manure and waste shall be managed in a manner that prevents runoff, odor, and attraction of pests. Manure shall not be stored within 100 feet of any property line or waterway.
3. Animal enclosures shall be maintained in a clean, sanitary condition and inspected regularly for structural integrity.
4. Properties shall implement reasonable pest control practices to limit the presence of flies, rodents, and other nuisances.

E. *Household Pets*.
This section does not apply to indoor household pets such as domesticated dogs, cats, and similar animals typically kept inside a home. Exotic or prohibited species, as regulated by local, state, or federal law, are not permitted.

F. *Zoning Certificate Required*.
A valid Zoning Certificate must be obtained for the construction of any structure related to the keeping of animals, including but not limited to coops, barns, sheds, and fencing, unless otherwise exempt under Section 6.3.2 of this Resolution.

G. *Nonconforming Uses*.
Existing animal-keeping activities that exceed the limits of this section may continue as legal nonconforming uses, subject to the provisions of Article 5 of this Resolution.

7.1: Defined Terms

~~**Animal Unit.** A unit of measurement used to determine the total number of single, non-domestic animal types or combination of animal types, which are fed, confined, maintained, or stabled for agriculture. One animal unit shall equal one beef feeder/slaughter animal. Other animals have different equivalents as they are larger or smaller and produce different amounts of manure.~~

~~Therefore, one animal unit shall equal:~~

~~(1) 6 chickens~~

~~(2) 4 turkeys~~

~~(3) 0.5 horses~~

~~(4) 0.5 cow~~

~~(5) 1 hog~~

~~(6) 2 sheep~~

Key Changes and Justifications

1. **Clarified Applicability Based on ORC**
    - **Old Regulation:** Applied broadly to non-exempt agricultural uses with minimal statutory reference.
    - **New Regulation:** Explicitly references ORC §519.01 and §519.21 to determine applicability, exempting protected agricultural uses except where permitted under subdivision exceptions.
    - **Justification:** Improves legal clarity, ensures compliance with state law, and strengthens defensibility against challenges.
2. **Subdivision-Based Exceptions**
    - **Old Regulation:** No distinction made between platted subdivisions and other properties.
    - **New Regulation:** Prohibits agricultural uses on lots ≤1 acre in platted subdivisions and allows conditional regulation on 1–5 acre lots in developed subdivisions.
    - **Justification:** Aligns with ORC §519.21 and allows the Township to maintain residential character and manage impacts in suburban contexts.
3. **Animal Type and Quantity Standards**
    - **Old Regulation:** Limited to a generic maximum of one animal unit per acre, without differentiation by species or context.
    - **New Regulation:** Introduces specific limits by animal type (chickens, small livestock, large livestock, bees), establishes caps per acre and per property, and excludes roosters.
    - **Justification:** Provides predictability, addresses nuisance concerns, and supports appropriate land use intensity.
4. **Minimum Lot Size Requirements**
    - **Old Regulation:** No lot size minimums beyond animal unit calculation.
    - **New Regulation:** Prohibits animal keeping on lots under one acre and sets higher thresholds for large livestock (5-acre minimum).
    - **Justification:** Ensures adequate space for humane care, reduces land use conflicts, and reinforces compatibility with zoning districts.

5. **Containment, Setbacks, and Location of Structures**
    - **Old Regulation:** Required a 100-foot setback from all lot lines for buildings, storage, and refuse.
    - **New Regulation:** Maintains the 100-foot setback but applies it specifically to coops, pastures, barns, and hives; requires rear-yard placement and secure fencing.
    - **Justification:** Enhances clarity, strengthens enforcement, and improves public health and safety outcomes.
6. **Beekeeping Regulations**
    - **Old Regulation:** Did not address bees.
    - **New Regulation:** Allows beekeeping on lots ≥1 acre with limits of two hives per acre (max six), 100-foot setbacks, and rear-yard placement.
    - **Justification:** Facilitates safe integration of beekeeping while minimizing nuisance and exposure risks for neighbors.
7. **General Sanitation and Pest Control Requirements**
    - **Old Regulation:** Contained no standards for waste, feed storage, or pest management.
    - **New Regulation:** Requires sanitary enclosures, manure management, rodent-proof feed storage, and pest control.
    - **Justification:** Promotes health, prevents infestation, and supports responsible animal husbandry.
8. **Exemption for Household Pets**
    - **Old Regulation:** Did not distinguish household pets from agricultural animals.
    - **New Regulation:** Explicitly excludes typical indoor pets (dogs, cats) from agricultural regulation.
    - **Justification:** Avoids confusion and ensures the regulation targets only agricultural animal keeping.
9. **Zoning Certificate Requirement**
    - **Old Regulation:** Required a zoning certificate only in general for agricultural uses not exempt under Section 6.3.2.

- **New Regulation:** Specifies that a zoning certificate is required for all structures related to animal keeping (coops, fencing, barns).
- **Justification:** Ensures consistency in permit enforcement and helps track structural compliance.

10. **Legal Nonconforming Uses**
    - **Old Regulation:** Did not address existing uses that exceed new standards.
    - **New Regulation:** Allows existing animal-keeping activities to continue as legal nonconforming uses per Article 5.
    - **Justification:** Preserves property rights while ensuring new regulations apply prospectively.

COLERAIN TOWNSHIP ~ OHIO

MEMO
Zoning Commission

Staff & Meeting Information

Department: Planning & Zoning
Prepared by: *Maggie Klein, Development Planner*
Meeting Date: September 16, 2025

Background

In June of this year Planning and Zoning staff wrote an amendment to the Agriculture and Agricultural Uses sections of the Colerain Township Zoning Resolution to clarify confusing language. There were no substantial changes proposed to the agricultural regulations. When the amendment was presented to the Zoning Commission, members of the board in charge of overseeing text amendments expressed concerns that the regulations are too restrictive. Their particular concern was that animals and animal structures would need to be kept 100 feet from all property lines and that this would prevent most homeowners from engaging in agricultural activities, particularly regarding the keeping of chickens and bees. The zoning commission directed staff to hold a public meeting to get feedback from residents regarding their thoughts on the current agricultural regulations before proceeding with a vote on the proposed text amendment.

Overall Findings

After receiving resident feedback from both the survey and the community meeting, staff concluded that most respondents felt that the regulations for Agriculture and Agricultural Uses in the current Zoning Resolution and in the proposed text amendment were too restrictive. Most respondents felt that the setback requirements and lot size requirements should be reduced to allow more residents to participate in small-scale agriculture. Most respondents felt that keeping chickens on residential lots less than one acre would be appropriate if other protections were put in place. Many residents also expressed a desire to allow bee keeping on smaller residential lots as well. Key concerns with allowing small scale agriculture on smaller residential lots included public health, odor, and property aesthetics, but many felt these concerns could be addressed with guidelines like coop cleanliness, predator-proofing, and waste management. Overall, the community favored more flexible and practical standards that balance neighborhood character with property rights and sustainability.

Agriculture and Agricultural Uses Survey Results

Total Responses: **48**

1. Do you currently engage in any agricultural activities on your property?
Most respondents (70.8%) are not currently engaged in agricultural activities on their property, while 29.3% are.

2. Do you feel that the proposed text amendment adequately addresses agricultural uses in Colerain Township?
Nearly half of respondents (45.8%) feel the proposed text amendment does not adequately address agricultural uses in Colerain Township, while 39.6% believe it somewhat does, and only 8.3% feel it fully addresses the issue.

3. Why or why not? (Do you feel that the proposed text amendment adequately addresses agricultural uses in Colerain Township)
Respondents were divided: many supported allowing small-scale agriculture, especially chickens and beekeeping, on smaller lots, citing food and sustainability benefits. The most common concern was that the proposed one-acre minimum and 100-foot setbacks are too restrictive, while some opposed chickens in dense neighborhoods. Overall, feedback favored more flexible standards that balance neighbor concerns with property rights.

4. Do you feel that any of the regulations are too restrictive?
A strong majority of respondents (70.8%) feel that some regulations are too restrictive, while only 16.7% said no and 10.4% expressed partial concern.

5. Which regulations do you feel are too restrictive:
Respondents largely objected to the proposed one-acre minimum and 100-foot setback requirements, describing them as too restrictive and impractical for most residential lots. Many recommended smaller setbacks or more flexible standards, particularly for chickens and beehives, and some suggested roosters should be allowed on larger parcels. Overall, feedback emphasized support for small-scale homesteading and property rights, with concerns that the proposed rules would unnecessarily prohibit these activities for most residents.

6. Do you support allowing residents to keep hens (not roosters) on residential lots less than one acre?
A clear majority of respondents (68.8%) support allowing hens on residential lots under one acre, with an additional 10.4% in favor if restrictions are applied, while only 14.6% oppose and 6.3% remain unsure.

7. Why or why not? (Do you support allowing residents to keep hens (not roosters) on residential lots less than one acre?)
Most respondents supported allowing hens on residential lots, including those under one acre, citing benefits such as food security, sustainability, pest control, education, and community-building. Many felt hens can be kept responsibly with minimal space, proper care, and reasonable guidelines (e.g., limits on flock size, setbacks, cleanliness). A few respondents expressed concerns about noise, odor, runoff, and fairness to neighbors, with some suggesting restrictions on roosters. Overall, feedback leaned toward permitting hens more broadly, while ensuring oversight and animal welfare protections.

8. What size lot do you think is appropriate for keeping chickens
Respondents expressed broad support for allowing chickens on a range of lot sizes. A majority (53.3%) favored permitting them on lots between 0.25 and 0.5 acres. Nearly half also supported allowing chickens on smaller lots under 0.25 acres (43.8%) as well as on larger lots over one acre (50%).

9. If having residential chickens were allowed on less than an acre what types of regulations are important to you?
When considering residential chickens on lots under one acre, respondents prioritized coop cleanliness (77.1%), limiting the number of chickens (68.8%), predator-proof enclosures (60.4%), and proper waste storage (54.2%) as the most important regulations.

10. What concerns do you have about the potential impact of agricultural uses in residential areas? Concerns about agricultural uses in residential areas were mixed, with the most frequently cited issues being public health and sanitation (37.5%) and odor (35.4%), followed by appearance of structures (29.9%) and noise (20.8%). Notably, 37.5% of respondents expressed no concerns at all. Less commonly mentioned worries included property values (16.7%) and other unspecified concerns (6.3%), suggesting these were lower priorities for most participants.
Other concerns: Proper care of animals, requiring that chickens be confined to the yard.

11. Are there any other agricultural uses that you think should be allowed on residential lots less than one acre? If so which types?:
Respondents expressed strong support for beekeeping, highlighting its value for pollination, honey production, and sustainability. Several also supported other small-scale agricultural uses - such as hens, quail, rabbits, goats, fruit and vegetable gardening, and composting - when managed responsibly. One concern raised was the importance of maintaining attractive front yards to protect neighborhood property values. Overall, feedback favored permitting low-impact homesteading activities on residential lots, including those under one acre.

12. Would you be interested in participating in agriculture activities (like owning chickens, bees, etc.) if regulations were updated to allow them?
A strong majority of respondents (70.8%) expressed interest in participating in agricultural activities like owning chickens or bees if regulations were updated, while only 18.8% said no and 8.3% remained unsure.

13. Any other additional comments or suggestions:
Most respondents supported allowing chickens and beekeeping on residential lots, including smaller parcels, citing benefits such as food security, lower grocery costs, pollination, sustainability, pest control, and community engagement. Several felt the proposed one-acre minimum and 100-foot setback are overly restrictive and would effectively prohibit most residents from participating, especially those with existing hives or coops. Some noted that well-managed hens (without roosters) and bees can be low-impact with reasonable guidelines like smaller setbacks, flock/hive limits, and cleanliness standards. A few raised concerns about the need for enforcement of existing property issues, while others stressed broader priorities like crime and property maintenance.

Community Meeting Summary

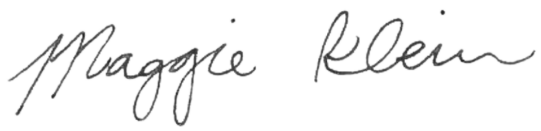
A community feedback session took place on August 28, 2025, to gather feedback from Colerain Township Residents regarding Agriculture and Agricultural Uses in the Township. The meeting served as a community input session to gather feedback on a proposed zoning text amendment concerning agricultural uses, specifically beekeeping and the keeping of small animals such as chickens. While no formal decision was made, the discussion revealed a general openness to allowing limited agricultural activities on residential lots smaller than one acre. Residents felt that the keeping of animals like bees and chickens on lots smaller than an acre would generally be acceptable.

Concerns were raised about the restrictiveness of the proposed regulations, particularly the 100-foot setback requirement for beehives and the exclusion of certain animals like goats. Several participants expressed that a ½-acre minimum lot size and a 20-foot setbacks would be more reasonable and in line with surrounding municipalities. It was noted that current beekeeping operations would likely be considered legal non-conforming uses, as bees were previously unregulated. Participants emphasized a strong concern regarding the requirements for beekeeping citing that they felt that regulations were too restrictive. Regulations like limiting the number of hives/colonies, setbacks, and lot size were of particular concern.

Participants emphasized the importance of aligning local regulations with best practices and state guidelines when it comes to beekeeping and highlighted the need for clear definitions of terms such as hive, colony, and apiary. There was a consensus from residents that bees may not need to be regulated by the Township. There was also a consensus that roosters should remain prohibited and that regulations should prioritize health, safety, and compatibility with neighborhood character.

The overall takeaway from this meeting was that the regulations on Agriculture and Agricultural Uses were far too restrictive, particularly concerning lot size and setbacks. The input collected during this session will inform staff as they refine the proposed text amendment for future consideration.

Prepared for the Colerain Township Zoning Commission,



Maggie Klein, Development Planner

PUBLIC HEARINGS

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

CZC-25-12: The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to Revise Use Permissions

Recommend a motion to open the public hearing.

Rationale:

A public hearing is required by the Trustees prior to the consideration of any text amendments.

COLERAIN
TOWNSHIP ~ OHIO

CZC-25-12
CASE SUMMARY
Zoning Commission

Comprehensive Use Permissions
Text Amendment

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	September 16, 2025

Case Information

Case Title:	Comprehensive Use Permissions
Application Type:	Text Amendment

Application Summary

Staff requests that the Zoning Commission recommend approval of a text amendment to Artiles 3 and 7 of the Colerain Township Zoning Resolution to adopt Appendix B – Comprehensive Use Permissions, update use names, and add/clarify definitions for Pet Services and Daycare, Health & Fitness Venue, Maker Retail, Medical Office or Clinic, Tattoo Studio, and Tobacco or Vapor Retail, with related renumbering and cross-reference corrections.

Included Documents

To review this case in full, please consult the accompanying appendices:

1. **Appendix A**: *Current Zoning Text*

Staff Recommendation

Staff recommends **APPROVAL** of the requested text amendment to the Zoning Resolution as shown in Appendix B.

Prepared in advance of the Colerain Township Zoning Commission's consideration,

David Peters

David Peters, Senior Planner

COLERAIN TOWNSHIP ~ OHIO

CZC-25-12

STAFF REPORT

Zoning Commission

Comprehensive Use Permissions
Text Amendment

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	September 16, 2025

Case Information

Case Title:	Comprehensive Use Permissions
Application Type:	Text Amendment

Proposed Action

Staff requests that the Zoning Commission recommend approval of a text amendment to Artiles 3 and 7 of the Colerain Township Zoning Resolution to adopt Appendix B – Comprehensive Use Permissions, update use names, and add/clarify definitions for Pet Services and Daycare, Health & Fitness Venue, Maker Retail, Medical Office or Clinic, Tattoo Studio, and Tobacco or Vapor Retail, with related renumbering and cross-reference corrections.

Case Summary & History

Staff has identified that Articles 3 (Use Permissions) and 7 (Definitions) of the Zoning Resolution include outdated use names, inconsistent permissions across zoning districts, and cross-reference conflicts carried forward from prior piecemeal amendments and the October 10, 2024 comprehensive update. These inconsistencies have reduced clarity and complicated enforcement.

On August 19, 2025, the Zoning Commission initiated Text Amendment CZC-25-12, directing staff to revise the use permissions and update related definitions. The proposed amendment adopts the consolidated "after" table, adds and clarifies definitions for Pet Services and Daycare, Health & Fitness Venue, Maker Retail, Medical Office or Clinic, Tattoo Studio, and Tobacco or Vapor Retail, and renumbers cross-references to improve clarity, ensure consistency across districts, and streamline administration.

Proposed Section(s) to Amend

Table of Contents; Table 3.1.4-A; Section 3.4; Article 7; incorrect cross-referencing throughout the Zoning Resolution.

Attachments

For a comprehensive understanding of the proposed text amendment, please refer to the following appendices:

1. **Appendix A**: *Current Zoning Text* – The existing language prior to amendment.

Staff Findings

1. Economic Development & Business-Friendly Code

The amendment modernizes use names and permissions to reflect current market practices and tenant types, reducing ambiguity that can delay projects. By clearly accommodating uses such as Maker Retail, Health & Fitness Venue, Medical Office or Clinic, Tattoo Studio, and Tobacco or Vapor Retail, it broadens viable storefront options, supports small business formation, and helps reduce commercial vacancies along key corridors and centers.

2. Coordinated Land Use & Mobility

Clarifying where specific commercial and institutional uses belong supports walkable, corridor-focused development patterns. The updated table makes it easier to direct pedestrian-oriented uses to appropriate districts and to steer auto-intensive uses or those needing special review to locations with suitable access, buffering, and infrastructure.

3. Code Organization, Clarity & Predictability

Replacing scattered provisions and aligning definitions eliminates duplications and cross-reference conflicts. A single, legible matrix with consistent symbols improves predictability for applicants and decision-makers, reduces interpretation disputes, and presents a clear expectation of by-right versus conditional review pathways.

4. Administrative Efficiency & Customer Service

A unified table and updated definitions shorten intake review times and improve the accuracy of early zoning determinations, resulting in fewer resubmittals. Clear thresholds and naming conventions also reduce the need for variances and case-by-case interpretations, allowing staff to focus on substantive project design and mitigation.

5. Legal Defensibility & Consistency

Updating vague or outdated terms with clear, contemporary definitions strengthens enforceability and reduces the risk of inconsistent outcomes. Aligning use names across the table, definitions, and use-specific standards improves internal consistency of the Zoning Resolution and provides a stronger basis for compliance actions when necessary.

Staff Recommendation

Staff recommends **APPROVAL** of the requested text amendment to the Zoning Resolution as shown in Appendix B.

Respectfully submitted for the Colerain Township Zoning Commission's consideration,



David Peters, Senior Planner

Staff & Hearing Information

Department:	Planning & Zoning
Staff:	David Peters, Zoning Commission Administrator
Hearing Date:	September 16, 2025

Case Information

Case Title:	Comprehensive Use Permissions
Application Type:	Text Amendment

Current Use Permissions

See Attached Table for current use permissions.

Impacted Definitions

The following definitions will be altered in name and moved to reflect any alphabetical changes:

Open Space Residential Development. A development where minimum Lot Areas and other site development standards are reduced to allow for the preservation of open space.

Automotive Wrecking, Salvage, or Junk Facility. The dismantling or wrecking of vehicles at a facility as defined and regulated in ORC
Section 4738. Such uses may include the storage or sale of junk vehicles, inoperable vehicles, or parts.

Music, Art, or Photographic Studio or Classroom. A facility where music, art, photography, and other forms of art are produced or studied and where models or customers may come to be photographed or have their likeness created in artistic form.

Day Care Center. A facility operated to provide care, protection, and guidance to individuals for a period of less than 24 consecutive hours. This term includes nursery schools, preschools, adult day care centers, child day care centers, or other similar uses. This term does not include public or private Educational Facilities or any facility offering care to individuals for a full 24-hour period.

Banquet Hall. A facility or building available for lease by private parties that may include kitchen facilities for the preparation or catering of food, the sale of alcoholic beverages for on-premises consumption during scheduled events not open to the public, and/or outdoor gardens, decks, or reception facilities.

Heavy Industrial Use. Uses engaged in the basic processing and manufacturing of materials or products predominately from extracted or raw materials; in the storage of flammable, explosive, or hazardous materials; in manufacturing processes that utilize flammable, explosive, or hazardous materials; or in manufacturing processes that potentially involve hazardous conditions. This definition shall also include those uses engaged in the operation, parking, and maintenance of vehicles in the service of cleaning of equipment or work processes involving solvents, recycling establishments, truck terminals, public works yards, and container storage.

Light Industrial Use. The manufacturing, processing, or assembly of products within a fully enclosed structure where

noise, odor, light, and/or vibrations are not noticeable from the adjacent properties. This definition includes dry cleaning establishments. This definition excludes any uses that qualify as Heavy Industrial Use.

Personal Services. Establishments that are primarily engaged in providing services generally involving the care of the person or person's possessions. Personal services may include, but are not limited to, laundry and dry-cleaning services, barber shops, beauty salons, health and fitness studios, music schools, informational and instructional services, tanning salons, and portrait studios.

Storage Facility. A Building or group of buildings in a controlled access compound that contains equal or varying sizes of individual, compartmentalized, and controlled access stalls or lockers for the storage of residential or commercial customer's goods or wares. Such facilities do not include sales, service, or storage of hazardous materials.

Service Commercial Use. Establishments that primarily engage in rendering services to businesses including but not limited to printers, equipment rental, protective services, mailing, photo finishing, and other similar uses.

Alternative Financial Service. Check cashing businesses, payday advance or loan businesses, pawn businesses, money transfer businesses, or car title loan businesses. This term excludes Financial Institutions.

Passive Park, Recreational Facility, or Conservation Area. Any park or recreational facility where there is no grading of the land, construction of facilities, lighting, or development of ball fields with the exception that passive parks, recreational facilities, and conservation areas may include the development of trails and sidewalks. This definition includes canoe ramps.

Bar or Tavern. An establishment providing or dispensing, for on-site consumption, any fermented malt beverage, malt beverage,
special malt, vinous, or spirituous liquors. The sale of food products including, but not limited to, sandwiches and light snacks may be a secondary use to the service of the aforementioned drinks.

The following definitions will be altered in text:

Massage Therapy. The practice of massage in any licensed Hospital or Professional or Business Office by a licensed chiropractor, massage therapist, or osteopath; by any nurse or technician working under the supervision of a licensed physician, surgeon, chiropractor or osteopath; or by trainers for any amateur, semiprofessional, or professional athlete or athletic team or school athletic program. Massage therapy is the scientific manipulation of the soft tissues of the body for the purpose of normalizing those tissues and consists of manual
techniques that include applying fixed or movable pressure, holding, and/or causing movement of or to the body.

Adult Family Home or Small Residential Facility. A residence or facility, as defined and regulated in Chapter 3722 of the Ohio Revised Code, which provides accommodations for 3 to 5 unrelated adults and provides supervision and personal care services to at least 3 of the unrelated adults.

Adult Group Home or Large Residential Facility. A residence or facility, as defined and regulated in Chapter 3722 of the Ohio Revised Code, which provides accommodations for 6 to 16 unrelated adults and provides supervision and personal care services to at least 3 of the unrelated adults.

Halfway Houses or Community Residential Centers. Any dwelling unit that is being utilized as a group home for children, adult group home, or adult family home as defined by the Ohio Revised Code. This definition does not include residential facilities licensed under section 5119.34 of the Revised Code.

Retail Commercial Use. Establishments primarily engaged in the sale of goods and materials to the public. Such uses may include, but are not limited to, bookstores, antique stores, convenience stores, bakeries, grocery stores, and other similar uses. This definition excludes the sale of medical marijuana.

Vapes. An establishment that sells or otherwise distributes, as one of the primary purposes of that establishment, electronic smoking devices, vapor products, alternative nicotine products with characterizing flavor, flavored electronic smoking devices, and/or flavored vapor products.

Other Changes

The numbering for the Use-Specific Substandard section currently lists uses in alphabetical order. Given that the names of several uses have changed, the entire section will need to be renumbered. This will be done following approval.
The names of uses that have changed will need to be updated in the Use-Specific Substandard section and in all cross-references throughout the Zoning Resolution. This will be done following approval.

Table 3.1.4-A

CURRENT Comprehensive Use Permissions

● = Allowed By-Right
◑ = Conditionally Allowed
– = Prohibited Use

	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
01. Agricultural & Animal Uses	RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Agricultural Use	●	●	●	●	●	–	–	●	●	●
Commercial Kennel	–	–	–	–	●	●	●	●	–	–
Riding Stable	●	–	–	–	–	–	–	–	●	●
Veterinary Facility	–	–	◑	●	●	●	●	●	–	●
02. Residential Uses	RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Adult Family Home or Small Residential Facility	●	●	●	–	–	–	–	–	–	–
Adult Group Homes or Large Residential Facility	–	–	●	–	–	–	–	–	–	–
Dwelling - Multi-Unit	–	◑	●	●	●	●	●	–	–	–
Dwelling - One-Unit	●	●	●	–	–	–	–	–	–	–
Dwelling - Two-Unit	–	●	●	–	–	–	–	–	–	–
Dwelling - Upper-Floor	–	–	◑	●	●	●	●	–	–	–
Halfway House / Group Home for Children	–	◑	●	–	–	–	–	–	–	–
Institutional Housing	–	–	●	–	●	–	–	–	–	–
Open Space Residential Development	●	◑	–	–	–	–	–	–	–	–
Permanently Sited Manufactured Home	●	●	●	–	–	–	–	–	–	–
03. Automotive Uses	RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Automotive Body Repair	–	–	–	–	◑	●	–	●	–	–
Automotive Charging Service	–	–	◑	●	●	●	●	●	–	●
Automotive Fuel Service	–	–	–	–	●	●	●	●	–	–
Automotive Sales or Rental	–	–	–	–	–	●	–	●	–	–
Automotive Service	–	–	–	–	●	●	●	●	–	–
Automotive Wash	–	–	–	–	●	●	●	●	–	–
Automotive Wrecking, Salvage, or Junk Facility	–	–	–	–	–	–	–	◑	–	–
Commercial Vehicle & Equipment Parking Area	●	◑	–	–	–	–	◑	●	–	–
Drive-Through Facility	–	–	◑	●	●	●	●	◑	–	–
04. Commercial & Office Uses	RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Alternative Financial Service	–	–	–	●	–	–	–	–	–	–
Bank or Financial Institution	–	–	●	●	●	●	●	●	–	–
Banquet Hall	–	–	–	–	●	●	●	●	–	–
Bar or Tavern	–	–	●	●	●	●	●	●	–	–
Bed and Breakfast Establishment	◑	◑	◑	●	–	–	–	–	–	–
Brewery	–	–	–	–	–	–	–	●	–	–
Broadcasting Studio	–	–	–	–	●	●	●	●	–	–
Cannabis Dispensary	–	–	–	–	◑	◑	◑	–	–	–
Club	–	–	–	◑	●	●	●	●	–	–
Contractor or Construction Sales	–	–	–	–	●	●	●	●	–	–
Day Care Center	–	–	●	●	●	●	●	◑	–	–
Distillery	–	–	–	–	–	–	–	●	–	–
Distribution Facility	–	–	–	–	–	–	–	●	–	–
Fireworks Manufacturing	–	–	–	–	–	–	–	◑	–	–
Fireworks Retail Sales	–	–	–	–	–	–	–	◑	–	–
Funeral Service	–	–	–	–	●	●	●	●	–	–
Hotel or Motel	–	–	–	–	●	●	●	●	–	–
Industrial Use - Heavy	–	–	–	–	–	–	–	◑	–	●
Industrial Use - Light	–	–	–	–	●	●	●	●	–	–
Laboratory	–	–	–	–	●	●	●	●	–	–
Massage Parlor	–	–	–	–	–	–	–	–	–	–
Massage Therapy	–	–	–	●	●	●	●	●	–	–
Micro-Brewery	–	–	◑	●	●	●	●	●	–	–
Micro-Distillery	–	–	◑	●	●	●	●	●	–	–

Mobile Food Service	◑	◑	◑	●	◑	◑	◑	●	–	–
Music, Art, or Photographic Studio or Classroom	–	–	◑	●	●	●	●	●	–	–
Nursery	–	–	–	–	●	●	●	●	–	–
Personal Services	–	–	◑	●	●	●	●	●	–	–
Professional or Business Office	–	–	◑	●	●	●	●	●	–	–
Radio Antenna, Commercial	◑	◑	◑	◑	◑	◑	◑	◑	◑	◑
Restaurant	–	–	●	●	●	●	●	●	–	–
Retail Commercial Use	–	–	◑	●	●	●	●	●	–	–
Service Commercial Use	–	–	–	●	●	●	●	●	–	–
Sign - Off-Premises	–	–	–	–	●	●	●	●	–	●
Small Cellular Telecommunications Facility	●	●	●	●	●	●	●	●	–	–
Storage Facility	–	–	●	–	–	–	–	●	–	●
Telecommunications Tower	●	●	●	●	●	●	●	●	–	–
Theater	–	–	◑	●	●	–	–	●	–	–
Transient Vacation Rentals & Short Term Rentals	–	–	◑	●	●	●	●	–	–	–
Type-A Family Day Care Home	–	–	–	●	–	–	–	–	–	–
Type-B Family Day Care Home	●	●	●	●	●	●	●	–	–	–
Vape Retail Sales	–	–	–	–	–	–	–	–	–	–
Vendor Market	–	–	–	●	●	●	●	●	–	–
Warehouse	–	–	–	–	–	–	–	●	–	●
Wholesale Commercial Use	–	–	◑	–	●	–	–	●	–	–
05. Institutional & Public Uses	**RER**	**SUR**	**MUR**	**NBM**	**AMN**	**AMC**	**AMS**	**LIT**	**GOR**	**SLF**
Active Park & Recreational Facility	◑	◑	◑	●	●	●	●	●	●	●
Cemetery	●	–	–	●	●	●	●	●	–	–
Educational Facility - Higher Learning	–	–	◑	◑	●	●	●	–	–	–
Educational Facility - Non-Higher Learning	◑	◑	◑	◑	●	●	●	–	–	–
Essential Service or Utility	●	●	●	●	●	●	●	●	–	–
Government & Public Use	●	●	●	●	●	●	●	●	●	●
Hospital	–	–	–	◑	●	●	●	–	–	–
Indoor Recreational Facility	–	–	–	◑	●	●	●	●	–	–
Passive Park, Recreational Facility, Conservation	●	●	●	●	●	●	●	●	●	●
Private Recreational Facility	◑	◑	◑	◑	●	●	●	–	◑	–
Religious Place of Worship	◑	◑	◑	◑	●	●	●	●	–	–
Solid Waste Facility	–	–	–	–	–	–	–	–	–	●

COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

To: Colerain Township Board of Trustees

From: David Miller, Development Director

Date: December 9, 2025

Subject: Comprehensive Use Permissions Text Amendment

Board Members,

The purpose of this memorandum is to provide a clear explanation of the organizational and technical changes included in the attached zoning text amendment for Section 3 of the Colerain Township Zoning Resolution. Although the proposed amendment differs slightly from what the Zoning Commission reviewed, the modifications are generally not substantive in nature. They are intended to improve clarity, strengthen internal consistency, and present a more logical and user-friendly structure for future administration. The attached draft should be viewed as the finalized version of the Zoning Commission's recommendation, with the following three minor refinements made to ensure that Section 3 functions cohesively as a modernized regulatory section:

1. Organization of Section

Historically, Section 3 has listed all regulated use types in a single alphabetical sequence. While alphabetical ordering is straightforward, it also resulted in different types of uses being interspersed throughout the section. As part of this amendment, staff undertook the opportunity to reorganize Section 3 into a more intuitive and professionally aligned format. By assembling like uses together, the section becomes significantly easier to navigate, more predictable, and more accessible to both staff and residents. Operational standards that share similar intent or regulatory approaches now appear alongside one another, reducing ambiguity and improving ease of administration.

No substantive policy changes arise from this reorganization. All previously existing standards remain intact; they are simply repositioned in a more logical and coherent way. The Zoning Commission's recommended content is preserved, and the intent of each standard is unchanged.

2. Separation of "Tobacco and Vapor Retail" into Two Distinct Use Categories

The prior draft included a single use category labeled Tobacco and Vapor Retail. In practice, these are two materially different business models with different regulatory concerns, impacts, and placement considerations. Combining them under a single categorical umbrella inadvertently limited our ability to regulate them in a manner proportional to their impacts.

Accordingly, staff recommends splitting this category into two categories:

Tobacco Retail - proposed as a conditional use: A commercial establishment whose principal business is the sale of tobacco products or tobacco-related paraphernalia to consumers for off-site use. "Tobacco Retail" includes establishments in which the sale of cigarettes, cigars, pipe tobacco, smokeless tobacco, heated tobacco products, rolling papers, or other products defined as "tobacco products" under Ohio Revised Code §5743.01 or any successor statute constitutes a primary or principal business activity, whether alone or in combination with one or more other primary or principal business activities. Tobacco Retail also includes tobacconists that blend or package tobacco on-site. Tobacco Retail does not include: (a) general grocery stores, drug stores, convenience stores, or other multi-goods retailers where tobacco products are incidental to the overall business; or (b) Vapor Retail as defined herein.

Vapor Retail - proposed as a prohibited use. A commercial establishment for which the sale of vapor products, vapor devices, electronic smoking products, or related materials constitutes at least 10% of the sales floor space, and, is a primary or principal business activity, whether alone or in combination with one or more other primary or principal business activities. "Vapor Retail" includes establishments that specialize in, market themselves as, or predominantly offer for sale vapor devices, electronic cigarettes, e-liquids, cartridges, components, accessories, or any product designed to produce or deliver aerosolized or vaporized substances for inhalation, whether or not such products contain nicotine or are derived from tobacco. Vapor Retail does not include general retailers, convenience stores, or other multi-goods establishments where vapor products are incidental to the overall business and do not constitute a primary or principal area of merchandising or customer activity.

Further, a condition is proposed that will limit the quantity of Tobacco Retail establishments to 1 per 10,000 residents. This number is consistent with other uses that have population based quantity restrictions, such as Alternative Financial Service establishments.

3.5.37 Tobacco Retail

A. Tobacco retail quantity restriction. Only 1 Tobacco Retail establishment shall be allowed per every 10,000 residents in Colerain Township. This population base will be determined based on recent, official population records available to the Township at the time of the determination, and without reference to the 10-year Census Bureau update.

Each use now has its own definition, its own regulatory framework, and clearer placement within the commercial use category. This separation enhances legal clarity and better reflects the regulatory posture that the Township has historically taken on vapor-based retail activity. Importantly, this adjustment does not alter any existing development expectations; it simply gives the Township clearer and more enforceable tools.

3. Reverting "Master Use Plan" Back to the "Change of Use Zoning Certificate" Framework

During the 2024 code modernization, the Township introduced three types of master plans: Use, Parking, and Signage. While Master Parking Plans and Master Signage Plans have proven to be successful tools, providing clarity for large campuses and multi-phase projects, the Master Use Plan has not produced the same administrative benefits. In practice, it has added procedural complexity without providing substantial value beyond what the established Change of Use Zoning Certificate process already achieved. This is not a substantive regulatory change. It simply restores a process that historically worked well and continues to meet operational needs.

In summary, this memo is intended simply to provide transparency regarding these refinements and to explain why the attached document appears slightly different from the version the Commission reviewed. Staff respectfully requests that the Board approve the attached amendment as presented.

Sincerely,



David Miller
Development Director

PRESENTATIONS

Department: Administration

Department Director: Trustee Wahlert

Strategic Plan Goal:

Cans to Care Presentation by Eric Reifenberger
No action is requested of the Board.

Rationale:
Trustee Wahlert requested a presetnation on this year's Cans to Care program by resident Eric Reifenberger.

DEVELOPMENT

Department: Development

Department Director: David Miller, Director of Development

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

Resolution to APPROVE/DENY Case CZC - 25-15: Map Amendment to Rezone 3882 Colerain Avenue from Rural Estate Residential to Avenue Mixed North

Recommendation: Denial

Rationale:

Surrounding zoning districts include AMN (Avenue Mixed North) immediately to the south, where a new Wawa convenience store is nearing completion as part of a Planned District with AMN underlying zoning. Across the street to the west, three parcels remain zoned RER (Rural Estate Residential). The property to the north is owned by Rumpke and is located in proximity to the Rumpke landfill. Although the broader corridor functions as a major commercial arterial, pockets of established residential properties remain interspersed throughout this area and continue to be zoned residential in most cases.

Although AMN exists directly to the south, the subject property is part of a cluster of RER-zoned parcels. Rezoning this parcel may create a leap in commercial zoning into an area where residential zoning has been intentionally maintained. While the corridor is broadly commercial in function, the Township's zoning map reflects deliberate efforts to protect remaining residential pockets in sensitive transition areas.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matt Wahlert

Mr./Ms. _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____-25

DENIAL OF ZONING COMMISSION CASE CZC-25-15, ZONING MAP AMENDMENT FROM RER (RURAL ESTATE RESIDENTIAL) TO AMN (AVENUE MIXED NORTH) AT 3882 COLERAIN AVENUE

WHEREAS, applicant David Haley, representative for Ancient Roots, applied for a Zoning Map Amendment to 3882 Colerain Avenue, parcel 510-0182-0009-00, from RER (Rural Estate Residential) to AMN (Avenue Mixed North); and,

WHEREAS, on November 18, 2025, the Colerain Township Zoning Commission held a public hearing on the application as case CZC-25-15 proposing the Zoning Map Amendment; and

WHEREAS, after consideration of the staff proposal and all public comments, exhibits, and other materials submitted, the Zoning Commission voted 5-0 to recommend denial of the Zoning Map Amendment to the Colerain Township Board of Trustees; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on Zoning Commission case CZC-25-15 on December 9, 2025, and after consideration of the recommendation of the Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to deny the Colerain Township Zoning Map Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio denies the Zoning Map Amendment on the referenced parcels for the reason that the Amendment would not be in the best interest of the Township and the health, safety, morals and welfare of the public, is not consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is not in keeping with good land use planning; and

2. 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 an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in

such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and

3. 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; and

4. That this Resolution shall be effective at the earliest date allowed by law.

Mr./ Ms._____ 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 9th day of December, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matt Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 9th day of December, 2025.

_____

Jeff Baker
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matt Wahlert

Mr./Ms. _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____-25

APPROVAL OF ZONING COMMISSION CASE CZC-25-15, ZONING MAP AMENDMENT FROM RER (RURAL ESTATE RESIDENTIAL) TO AMN (AVENUE MIXED NORTH) AT 3882 COLERAIN AVENUE

WHEREAS, applicant David Haley, representative for Ancient Roots, applied for a Zoning Map Amendment to 3882 Colerain Avenue, parcel 510-0182-0009-00, from RER (Rural Estate Residential) to AMN (Avenue Mixed North); and,

WHEREAS, on November 18, 2025, the Colerain Township Zoning Commission held a public hearing on the application as case CZC-25-15 proposing the Zoning Map Amendment; and

WHEREAS, after consideration of the staff proposal and all public comments, exhibits, and other materials submitted, the Zoning Commission voted 5-0 to recommend denial of the Zoning Map Amendment to the Colerain Township Board of Trustees; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on Zoning Commission case CZC-25-15 on December 9, 2025, and after consideration of the recommendation of the Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to approve the Colerain Township Zoning Map Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio approves the Zoning Map Amendment on the referenced parcels for the reason that the Amendment would be in the best interest of the Township and the health, safety, morals and welfare of the public, is consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is in keeping with good land use planning; and

2. 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 an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in

such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and

3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township to the Hamilton County Recorder and the Colerain Township Zoning Administration; and

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; and

5. That this Resolution shall be effective at the earliest date allowed by law.

Mr./ Ms._____ 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 9th day of December, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matt Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 9th day of December, 2025.

_____

Jeff Baker
Colerain Township Fiscal Officer

DEVELOPMENT

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

Resolution to APPROVE/DENY Case CZC-25-14: Text Amendment for Alternative Financial Service Businesses
Recommendation: Denial

Rationale:
The amendment proposes to reduce the population threshold used to regulate the Township-wide cap on alternative financial service establishments, effectively loosening existing limitations on their overall number.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DENYING ZONING COMMISSION CASE CZC-25-14, ZONING TEXT AMENDMENT TO ARTICLE 3, LAND USE STANDARDS, SECTION 3.4.4, ALTERNATIVE FINANCIAL SERVICE

WHEREAS, pursuant to Ohio Revised Code Section 519.12, the Colerain Township Zoning Commission initiated by motion an amendment to the Zoning Resolution and held a public hearing on November 18, 2025 for Case Number CZC-25-14 that proposed text amendments to Article 3, Land Use Standards, Section 3.4.4, Alternative Financial Service, to revise the Township-wide cap on Alternative Financial Service establishments; and

WHEREAS, after consideration of the staff proposal and all public comments, exhibits, and other materials submitted, the Colerain Township Zoning Commission unanimously recommended, through a vote of 5-0, the proposed text amendments to the Colerain Township Zoning Resolution; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on the unanimous recommendation from the Colerain Township Zoning Commission in Case Number CZC-25-14 on December 9, 2025, and after consideration of the recommendation of the Colerain Township Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to deny the Colerain Township Zoning Text Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio denies the text amendment to the Colerain Township Zoning Resolution, attached to this Resolution as Exhibit A, as it would not be in the best interest of the Township and the health, safety, morals and welfare of the public, is not consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is not in keeping with good land use planning; and

2. 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 Section121.22 of the Ohio Revised Code; and

3. 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.

4. 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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

Exhibit A

Sections of the Colerain Township Zoning Resolution Text to Amend: (***INSERT,*** ~~DELETE~~)

3.4.4 – Alternative Financial Service

A. Township-wide limitation on the number of such uses. The number of alternative financial service uses operating within the township shall not exceed 1 such use per ~~10,000~~ ***9,000*** inhabitants residing in the township. The applicant of a Zoning Certificate for an alternative financial service shall demonstrate that the issuance of an approved Zoning Certificate would not increase the number of alternative financial services uses operating within the township at the time of application above this threshold and may rely on the most recent decennial census.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING ZONING COMMISSION CASE CZC-25-14, ZONING TEXT AMENDMENT TO ARTICLE 3, LAND USE STANDARDS, SECTION 3.4.4, ALTERNATIVE FINANCIAL SERVICE

WHEREAS, pursuant to Ohio Revised Code Section 519.12, the Colerain Township Zoning Commission initiated by motion an amendment to the Zoning Resolution and held a public hearing on November 18, 2025 for Case Number CZC-25-14 that proposed text amendments to Article 3, Land Use Standards, Section 3.4.4, Alternative Financial Service, to revise the Township-wide cap on Alternative Financial Service establishments; and

WHEREAS, after consideration of the staff proposal and all public comments, exhibits, and other materials submitted, the Colerain Township Zoning Commission unanimously recommended, through a vote of 5-0, the proposed text amendments to the Colerain Township Zoning Resolution; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on the unanimous recommendation from the Colerain Township Zoning Commission in Case Number CZC-25-14 on December 9, 2025, and after consideration of the recommendation of the Colerain Township Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to approve the Colerain Township Zoning Text Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio approves the text amendment to the Colerain Township Zoning Resolution, attached to this Resolution as Exhibit A, as it would be in the best interest of the Township and the health, safety, morals and welfare of the public, is consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is in keeping with good land use planning; and

2. 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 Section121.22 of the Ohio Revised Code; and

3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township to the Hamilton County Recorder and the Colerain Township Zoning Administration; and

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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

Exhibit A

Sections of the Colerain Township Zoning Resolution Text to Amend: (***INSERT,*** ~~DELETE~~)

3.4.4 – Alternative Financial Service

A. Township-wide limitation on the number of such uses. The number of alternative financial service uses operating within the township shall not exceed 1 such use per ~~10,000~~ ***9,000*** inhabitants residing in the township. The applicant of a Zoning Certificate for an alternative financial service shall demonstrate that the issuance of an approved Zoning Certificate would not increase the number of alternative financial services uses operating within the township at the time of application above this threshold and may rely on the most recent decennial census.

DEVELOPMENT

Department: Development

Department Director: David Miller, Director of Development

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

Resolution to Approve/Deny Case BZA-25-26 — Declaration of an Abandoned Sign at 9403 Colerain Avenue
Recommend ADOPTION of the Resolution.

Rationale:
The ground sign at issue became a nonconforming structure upon the Township's adoption of revised regulations establishing minimum setback requirements for signage. Following the implementation of those regulations, the sign ceased to be actively used for lawful purposes and was determined to be abandoned as of no later than November 2022. In accordance with the provisions of the Colerain Township Zoning Resolution governing the discontinuation of nonconforming uses, the sign's legal nonconforming status was extinguished in November 2024 due to a continuous two-year period of nonuse. As a result, the subject sign has permanently forfeited any legal nonconforming rights and may not be reactivated, reconstructed, altered, or utilized for any form of signage, whether for on-site or off-site businesses, now or in the future.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DENYING CASE BZA 25-26 DECLARING ABANDONED SIGNAGE AND ORDERING ABATEMENT AT 9403 COLERAIN AVE, CINCINNATI, OH 45251, PARCEL NUMBER 510-0101-0114-00, PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 65-25

WHEREAS, the Colerain Township Board of Trustees has adopted the Colerain Township Zoning Resolution under the authority granted to the Township under Section 519.02 of the Ohio Revised Code; and

WHEREAS, Colerain Township Zoning Resolution Section 4.8.5 provides that, when the Zoning Administrator finds, upon investigation, that the applicable period of abandonment of signage has passed, and the Planning and Zoning Department has no complete application on file to replace the signage, the Zoning Administrator shall initiate a case before the Board of Zoning Appeals as an administrative action. The Zoning Administrator will provide certified written notice of this hearing to the property owner no sooner than ten days prior to the hearing; and,

WHEREAS, following a public hearing of Case BZA-25-26 and consideration of the staff report and all public comments, exhibits, and other materials submitted, on August 27, 2025 the Board of Zoning Appeals voted 5-0 to declare the signage abandoned at 9403 Colerain Avenue, Cincinnati, OH 45251, Parcel Number 510-0101-0114-00, and referred the case to the Colerain Township Board of Trustees; and

WHEREAS, following the declaration, the Zoning Administrator provided certified written notice of an order that the signage be removed within ten days at the expense of the property owner. If this period passes and the property owner fails to remove the signage, the Township shall remove the signage at the expense of the property owner; and,

WHEREAS, Colerain Township Zoning Resolution Section 4.8.5 provides that any signage removed by the Zoning Administrator pursuant to this Resolution shall become the property of the Township and shall be disposed of in any manner deemed appropriate by the Township. The cost of removal of the signage by the Zoning Administrator shall be considered a debt owed to the Township by the owner of the property. The cost of removal shall include all incidental expenses incurred by the Township in connection with the removal of the signage; and,

WHEREAS, in accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills; and

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on Board of Zoning Appeals Case BZA-25-26 on December 9, 2025, and after consideration of the recommendation of the BZA, and all public comments, exhibits, and other materials submitted, voted___-___ to deny the Resolution to declare the signage abandoned.

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

1. That this Board specifically finds and hereby determines that the signage on the said property is not abandoned and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Colerain Township Zoning Resolution Section 4.8.5.

2. 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 an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

3. 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. That this Resolution shall be effective at the earliest date 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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING CASE BZA 25-26 DECLARING ABANDONED SIGNAGE AND ORDERING ABATEMENT AT 9403 COLERAIN AVE, CINCINNATI, OH 45251, PARCEL NUMBER 510-0101-0114-00, PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 65-25

WHEREAS, the Colerain Township Board of Trustees has adopted the Colerain Township Zoning Resolution under the authority granted to the Township under Section 519.02 of the Ohio Revised Code; and

WHEREAS, Colerain Township Zoning Resolution Section 4.8.5 provides that, when the Zoning Administrator finds, upon investigation, that the applicable period of abandonment of signage has passed, and the Planning and Zoning Department has no complete application on file to replace the signage, the Zoning Administrator shall initiate a case before the Board of Zoning Appeals as an administrative action. The Zoning Administrator will provide certified written notice of this hearing to the property owner no sooner than ten days prior to the hearing; and,

WHEREAS, following a public hearing of Case BZA-25-26 and consideration of the staff report and all public comments, exhibits, and other materials submitted, on August 27, 2025 the Board of Zoning Appeals voted 5-0 to declare the signage abandoned at 9403 Colerain Avenue, Cincinnati, OH 45251, Parcel Number 510-0101-0114-00, and referred the case to the Colerain Township Board of Trustees; and

WHEREAS, following the declaration, the Zoning Administrator provided certified written notice of an order that the signage be removed within ten days at the expense of the property owner. If this period passes and the property owner fails to remove the signage, the Township shall remove the signage at the expense of the property owner; and,

WHEREAS, Colerain Township Zoning Resolution Section 4.8.5 provides that any signage removed by the Zoning Administrator pursuant to this Resolution shall become the property of the Township and shall be disposed of in any manner deemed appropriate by the Township. The cost of removal of the signage by the Zoning Administrator shall be considered a debt owed to the Township by the owner of the property. The cost of removal shall include all incidental expenses incurred by the Township in connection with the removal of the signage; and,

WHEREAS, in accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills; and

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on Board of Zoning Appeals Case BZA-25-26 on December 9, 2025, and after consideration of the recommendation of the BZA, and all public comments, exhibits, and other materials submitted, voted___-___ to approve the Resolution to declare the signage abandoned.

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

1. That this Board specifically finds and hereby determines that the signage on the said property is abandoned and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Colerain Township Zoning Resolution Section 4.8.5.

2. That this Board hereby orders the owners of said property to remove the abandoned signage. If said abandoned signage is not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within ten days after notice is given, the Zoning Administrator shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel.

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 an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 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. That this Resolution shall be effective at the earliest date 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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

DEVELOPMENT

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

Resolution to Approve/Deny Case CZC-25-6 - Zoning Resolution Text Amendment to Revise Standards Related to Animal and Agricultural Uses

Recommend ADOPTION of the Resolution.

Rationale:

After substantive discussions with the Zoning Commission and through resident engagement, the proposed amendment clarifies the applicability of agricultural regulations in accordance with Ohio Revised Code Sections 519.01 and 519.21, introduces specific animal-keeping standards by type and lot size, and establishes setbacks, containment, and sanitation requirements to ensure compatibility with surrounding land uses.

The updated language strengthens legal defensibility, aligns local regulations with state law, and provides clear, enforceable standards that protect public health and neighborhood character while supporting responsible agricultural practices in appropriate areas of the Township.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DENYING ZONING COMMISSION CASE CZC-25-6, ZONING TEXT AMENDMENT TO ARTICLE 3, LAND USE STANDARDS, SECTION 3.4.3, AGRICULTURAL USES, AND ARTICLE 7, GLOSSARY OF TERMS, SECTION 7.1 DEFINED TERMS

WHEREAS, pursuant to Ohio Revised Code Section 519.12, the Colerain Township Zoning Commission initiated by motion an amendment to the Zoning Resolution and held a public hearing on June 17, 2025 for Case CZC-25-6 that proposed text amendments to Article 3, Land Use Standards, Section 3.4.3, Agricultural Uses, to clarify the applicability of agricultural regulation in accordance with Ohio Revised Code Sections 519.01 and 519.21, introduced specific animal-keeping standards by type and lot size, and established setbacks, containment, and sanitation requirements to ensure compatibility with surrounding land uses, and Article 7, Glossary of Terms, Section 7.1, Defined Terms; and

WHEREAS, a special resident engagement meeting was held on August 28, 2025 to gather additional feedback specific to beekeeping and the keeping of small animals such as chickens; and

WHEREAS, on September 16, 2025, after consideration of the staff proposal, results from resident engagement meetings and digital surveys, and all public comments, exhibits, and other materials submitted, the Colerain Township Zoning Commission unanimously recommended, through a vote of 5-0, the proposed text amendments to the Colerain Township Zoning Resolution; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on the unanimous recommendation from the Colerain Township Zoning Commission in Case Number CZC-25-6 on December 9, 2025, and after consideration of the recommendation of the Colerain Township Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to deny the Colerain Township Zoning Text Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio denies the text amendment to the Colerain Township Zoning Resolution, attached to this Resolution as Exhibit A, as it would not be in the best interest of the Township and the health, safety, morals and welfare of the public, is not consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is not in keeping with good land use planning; and

2. 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 Section121.22 of the Ohio Revised Code; and

3. 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.

4. 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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

Exhibit A

Sections of the Colerain Township Zoning Resolution Text to Amend: (***INSERT,*** ~~DELETE~~)

3.4.3 – ~~Agricultural Uses~~

~~A. Applicability. The provisions of this Subsection 3.4.3 – Agricultural Uses shall apply to those agricultural uses that are not exempt from review pursuant to Subsection 6.3.2 – Zoning Certificate of this Resolution and meet the definition of an agricultural use.~~

~~B. Minimum setbacks. All buildings, exterior storage, refuse, or supplies associated with agricultural uses shall be set back a minimum of 100 feet from all lot lines.~~

~~C. Limit on the number of animals. Agricultural uses shall be limited to a maximum of one animal unit per acre for a given property.~~

7.1: Defined Terms

~~Animal Unit. A unit of measurement used to determine the total number of single, nondomestic animal types or combination of animal types, which are fed, confined, maintained, or stabled for agriculture. One animal unit shall equal one beef feeder/slaughter animal. Other animals have diUerent equivalents as they are larger or smaller and produce diUerent amounts of manure. Therefore, one animal unit shall equal: (1) 6 chickens (2) 4 turkeys (3) 0.5 horses (4) 0.5 cow (5) 1 hog (6) 2 sheep~~

3.4.3 – Agricultural & Animal Uses

A. Applicability. This section applies to the raising or keeping of animals for agricultural purposes, as defined by Ohio Revised Code §519.01. Agricultural uses that qualify for exemption under ORC §519.21 are not subject to zoning regulation except as permitted under applicable exceptions for platted subdivisions. The following standards apply to all non-exempt properties and any property seeking to keep animals not protected by agricultural exemption.

B. Subdivision Exceptions. In accordance with ORC §519.21:

> ***(1) Agricultural uses are prohibited on lots smaller than one acre and located within a platted subdivision.***
>
> ***(2) On lots between one and five acres within a platted subdivision where 35 percent or more of the lots are developed, the keeping of animals for agricultural purposes may be regulated by the Township and is subject to this section.***
>
> ***(3) Adjacent parcels under the same ownership may be combined to meet acreage thresholds, provided the parcels are contiguous and recorded as such.***

C. Animal Keeping Standards.

(1) Minimum Lot Size.

(i) No animals for agricultural purposes shall be kept on lots smaller than one acre. This provision does not apply to chickens, quails, or bees.

(ii) Acreage shall be rounded down and cannot be fractioned except where expressly permitted by this Section.

(iii) A maximum of six chickens is allowed on properties smaller than one acre, so long as the other requirements of this Resolution are met. For each additional half acre, three additional chickens are permitted.

(iv) Roosters are prohibited.

(v) Chickens shall be housed in a secure, enclosed coop and run, situated in the rear yard and set back a minimum of 20 feet from all property lines and 50 feet from the principal dwelling building of all adjacent properties.

(2) Small Livestock (e.g., goats, sheep, ducks, turkeys, geese, guinea fowl, and similar animals as determined by the Zoning Administrator).

(i) Permitted only in the Rural Estate Residential (RER) Zoning District.

(ii) No more than four small livestock per acre, up to a total of twelve animals per property.

(iii) All animals shall be enclosed within a fenced pasture or structure located at least 100 feet from all property lines.

(3) Large Livestock (e.g., horses, cows, alpacas, llamas, donkeys, mules, bison, and similar animals as determined by the Zoning Administrator).

(i) Permitted only in the Rural Estate Residential (RER) Zoning District.

(ii) Minimum lot size shall be five acres.

(iii) No more than three large livestock animals per 5 acres, with a maximum of six large animals per property.

(iv) Barns or stables shall be located at least 100 feet from all property lines.

(v) Permitted on lots of one acre or more in any zoning district.

(vi) No more than two hives are permitted per acre, with a maximum of six hives per property.

(vii) Hives shall be located in the rear yard and set back a minimum of 100 feet

from all property lines.

D. General Requirements.

(1) All animals shall be securely contained within the property boundaries by approved fencing or enclosures appropriate to the animal's size and behavior.

(2) Manure and waste shall be managed in a manner that prevents runoff, odor, and attraction of pests. Manure shall not be stored within 100 feet of any property line or waterway.

(3) Animal enclosures shall be maintained in a clean, sanitary condition and inspected regularly for structural integrity.

(4) Properties shall implement reasonable pest control practices to limit the presence of flies, rodents, and other nuisances.

E. Household Pets. This section does not apply to indoor household pets such as domesticated dogs, cats, and similar animals typically kept inside a home. Prohibited species, as regulated by local, state, or federal law, are not permitted.

F. Zoning Certificate Required. A valid Zoning Certificate must be obtained for the construction of any structure related to the keeping of animals, including but not limited to coops, barns, sheds, and fencing, unless otherwise exempt under Section 6.3.2 of this Resolution.

G. Nonconforming Uses. Existing animal-keeping activities that exceed the limits of this section may continue as legal nonconforming uses, subject to the provisions of Article 5 of this 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 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING ZONING COMMISSION CASE CZC-25-6, ZONING TEXT AMENDMENT TO ARTICLE 3, LAND USE STANDARDS, SECTION 3.4.3, AGRICULTURAL USES, AND ARTICLE 7, GLOSSARY OF TERMS, SECTION 7.1 DEFINED TERMS

WHEREAS, pursuant to Ohio Revised Code Section 519.12, the Colerain Township Zoning Commission initiated by motion an amendment to the Zoning Resolution and held a public hearing on June 17, 2025 for Case CZC-25-6 that proposed text amendments to Article 3, Land Use Standards, Section 3.4.3, Agricultural Uses, to clarify the applicability of agricultural regulation in accordance with Ohio Revised Code Sections 519.01 and 519.21, introduced specific animal-keeping standards by type and lot size, and established setbacks, containment, and sanitation requirements to ensure compatibility with surrounding land uses, and Article 7, Glossary of Terms, Section 7.1, Defined Terms; and

WHEREAS, a special resident engagement meeting was held on August 28, 2025 to gather additional feedback specific to beekeeping and the keeping of small animals such as chickens; and

WHEREAS, on September 16, 2025, after consideration of the staff proposal, results from resident engagement meetings and digital surveys, and all public comments, exhibits, and other materials submitted, the Colerain Township Zoning Commission unanimously recommended, through a vote of 5-0, the proposed text amendments to the Colerain Township Zoning Resolution; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on the unanimous recommendation from the Colerain Township Zoning Commission in Case Number CZC-25-6 on December 9, 2025, and after consideration of the recommendation of the Colerain Township Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to approve the Colerain Township Zoning Text Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio approves the text amendment to the Colerain Township Zoning Resolution, attached to this Resolution as Exhibit A, as it would be in the best interest of the Township and the health, safety, morals and welfare of the public, is consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is in keeping with good land use planning; and

2. 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 Section121.22 of the Ohio Revised Code; and

3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township to the Hamilton County Recorder and the Colerain Township Zoning Administration; and

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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

Exhibit A

Sections of the Colerain Township Zoning Resolution Text to Amend: (***INSERT,*** ~~DELETE~~)

3.4.3 – ~~Agricultural Uses~~

~~A. Applicability. The provisions of this Subsection 3.4.3 – Agricultural Uses shall apply to those agricultural uses that are not exempt from review pursuant to Subsection 6.3.2 – Zoning Certificate of this Resolution and meet the definition of an agricultural use.~~

~~B. Minimum setbacks. All buildings, exterior storage, refuse, or supplies associated with agricultural uses shall be set back a minimum of 100 feet from all lot lines.~~

~~C. Limit on the number of animals. Agricultural uses shall be limited to a maximum of one animal unit per acre for a given property.~~

7.1: Defined Terms

~~Animal Unit. A unit of measurement used to determine the total number of single, nondomestic animal types or combination of animal types, which are fed, confined, maintained, or stabled for agriculture. One animal unit shall equal one beef feeder/slaughter animal. Other animals have diUerent equivalents as they are larger or smaller and produce diUerent amounts of manure. Therefore, one animal unit shall equal: (1) 6 chickens (2) 4 turkeys (3) 0.5 horses (4) 0.5 cow (5) 1 hog (6) 2 sheep~~

3.4.3 – Agricultural & Animal Uses

A. Applicability. This section applies to the raising or keeping of animals for agricultural purposes, as defined by Ohio Revised Code §519.01. Agricultural uses that qualify for exemption under ORC §519.21 are not subject to zoning regulation except as permitted under applicable exceptions for platted subdivisions. The following standards apply to all non-exempt properties and any property seeking to keep animals not protected by agricultural exemption.

B. Subdivision Exceptions. In accordance with ORC §519.21:

> ***(1) Agricultural uses are prohibited on lots smaller than one acre and located within a platted subdivision.***
>
> ***(2) On lots between one and five acres within a platted subdivision where 35 percent or more of the lots are developed, the keeping of animals for agricultural purposes may be regulated by the Township and is subject to this section.***
>
> ***(3) Adjacent parcels under the same ownership may be combined to meet acreage thresholds, provided the parcels are contiguous and recorded as such.***

C. Animal Keeping Standards.

(1) Minimum Lot Size.

(i) No animals for agricultural purposes shall be kept on lots smaller than one acre. This provision does not apply to chickens, quails, or bees.

(ii) Acreage shall be rounded down and cannot be fractioned except where expressly permitted by this Section.

(iii) A maximum of six chickens is allowed on properties smaller than one acre, so long as the other requirements of this Resolution are met. For each additional half acre, three additional chickens are permitted.

(iv) Roosters are prohibited.

(v) Chickens shall be housed in a secure, enclosed coop and run, situated in the rear yard and set back a minimum of 20 feet from all property lines and 50 feet from the principal dwelling building of all adjacent properties.

(2) Small Livestock (e.g., goats, sheep, ducks, turkeys, geese, guinea fowl, and similar animals as determined by the Zoning Administrator).

(i) Permitted only in the Rural Estate Residential (RER) Zoning District.

(ii) No more than four small livestock per acre, up to a total of twelve animals per property.

(iii) All animals shall be enclosed within a fenced pasture or structure located at least 100 feet from all property lines.

(3) Large Livestock (e.g., horses, cows, alpacas, llamas, donkeys, mules, bison, and similar animals as determined by the Zoning Administrator).

(i) Permitted only in the Rural Estate Residential (RER) Zoning District.

(ii) Minimum lot size shall be five acres.

(iii) No more than three large livestock animals per 5 acres, with a maximum of six large animals per property.

(iv) Barns or stables shall be located at least 100 feet from all property lines.

(v) Permitted on lots of one acre or more in any zoning district.

(vi) No more than two hives are permitted per acre, with a maximum of six hives per property.

(vii) Hives shall be located in the rear yard and set back a minimum of 100 feet

from all property lines.

D. General Requirements.

(1) All animals shall be securely contained within the property boundaries by approved fencing or enclosures appropriate to the animal's size and behavior.

(2) Manure and waste shall be managed in a manner that prevents runoff, odor, and attraction of pests. Manure shall not be stored within 100 feet of any property line or waterway.

(3) Animal enclosures shall be maintained in a clean, sanitary condition and inspected regularly for structural integrity.

(4) Properties shall implement reasonable pest control practices to limit the presence of flies, rodents, and other nuisances.

E. Household Pets. This section does not apply to indoor household pets such as domesticated dogs, cats, and similar animals typically kept inside a home. Prohibited species, as regulated by local, state, or federal law, are not permitted.

F. Zoning Certificate Required. A valid Zoning Certificate must be obtained for the construction of any structure related to the keeping of animals, including but not limited to coops, barns, sheds, and fencing, unless otherwise exempt under Section 6.3.2 of this Resolution.

G. Nonconforming Uses. Existing animal-keeping activities that exceed the limits of this section may continue as legal nonconforming uses, subject to the provisions of Article 5 of this Resolution.

DEVELOPMENT

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

Resolution to Approve/Deny Case CZC-25-12 - Zoning Resolution Text Amendment to Revise Use Permissions
Recommend ADOPTION of the Resolution.

Rationale:
Staff has identified that Articles 3 (Use Permissions) and 7 (Definitions) of the Zoning Resolution include outdated use names, inconsistent permissions across zoning districts, and cross-reference conflicts carried forward from prior piecemeal amendments and the October 10, 2024 comprehensive update. These inconsistencies have reduced clarity and complicated enforcement. On August 19, 2025, the Zoning Commission initiated Text Amendment CZC-25-12, directing staff to revise the use permissions and update related definitions. This Text Amendment provides the proper revisions to accomplish said goals.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING ZONING COMMISSION CASE CZC-25-12, ZONING TEXT AMENDMENT TO ARTICLE 3, LAND USE STANDARDS, TABLE 3.1.4, COMPREHENSIVE USE PERMISSIONS, AND ARTICLE 7, GLOSSARY OF TERMS, SECTION 7.1, DEFINED TERMS

WHEREAS, pursuant to Ohio Revised Code Section 519.12, the Colerain Township Zoning Commission initiated by motion an amendment to the Zoning Resolution and held a public hearing on September 16, 2025 for Case CZC-25-12 that proposed text amendments to Article 3, Land Use Standards, Table 3.1.4, Comprehensive Use Permissions, and Article 7, Glossary of Terms, Section 7.1, Defined Terms; and

WHEREAS, after consideration of the staff proposal and all public comments, exhibits, and other materials submitted, the Colerain Township Zoning Commission unanimously recommended, through a vote of 5-0, the proposed text amendments to the Colerain Township Zoning Resolution; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on the unanimous recommendation from the Colerain Township Zoning Commission in Case CZC-25-12 on December 9, 2025, and after consideration of the recommendation of the Colerain Township Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to approve the Colerain Township Zoning Text Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio approves the text amendment to the Colerain Township Zoning Resolution, attached to this Resolution as Exhibit A, as it would be in the best interest of the Township and the health, safety, morals and welfare of the public, is consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is in keeping with good land use planning; and

2. 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 Section121.22 of the Ohio Revised Code; and

3. That a certified copy of this Resolution be directed by the Fiscal Officer of Colerain Township to the Hamilton County Recorder and the Colerain Township Zoning Administration; and

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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

Exhibit A

See attachment for the Colerain Township Zoning Resolution Text Amendment

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 9th day of December, 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DENYING ZONING COMMISSION CASE CZC-25-12, ZONING TEXT AMENDMENT TO ARTICLE 3, LAND USE STANDARDS, TABLE 3.1.4, COMPREHENSIVE USE PERMISSIONS, AND ARTICLE 7, GLOSSARY OF TERMS, SECTION 7.1, DEFINED TERMS

WHEREAS, pursuant to Ohio Revised Code Section 519.12, the Colerain Township Zoning Commission initiated by motion an amendment to the Zoning Resolution and held a public hearing on September 16, 2025 for Case CZC-25-12 that proposed text amendments to Article 3, Land Use Standards, Table 3.1.4, Comprehensive Use Permissions, and Article 7, Glossary of Terms, Section 7.1, Defined Terms; and

WHEREAS, after consideration of the staff proposal and all public comments, exhibits, and other materials submitted, the Colerain Township Zoning Commission unanimously recommended, through a vote of 5-0, the proposed text amendments to the Colerain Township Zoning Resolution; and

WHEREAS, pursuant to Ohio Revised Code Section 519.12(G) and (H), the Colerain Township Board of Trustees conducted its public hearing on the unanimous recommendation from the Colerain Township Zoning Commission in Case CZC-25-12 on December 9, 2025, and after consideration of the recommendation of the Colerain Township Zoning Commission, and all public comments, exhibits, and other materials submitted, voted___-___ to deny the Colerain Township Zoning Text Amendment.

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

1. That the Board of Trustees of Colerain Township, Hamilton County, Ohio denies the text amendment to the Colerain Township Zoning Resolution, attached to this Resolution as Exhibit A, as it would not be in the best interest of the Township and the health, safety, morals and welfare of the public, is not consistent with the Colerain Township Comprehensive Plan previously adopted by the Township, and is not in keeping with good land use planning; and

2. 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 Section121.22 of the Ohio Revised Code; and

3. 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.

4. 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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

Exhibit A

See attachment for the Colerain Township Zoning Resolution Text Amendment

EXHIBIT A

3 Land Use Standards

3.1 GENERAL USE PROVISIONS

3.1.1 Purpose and Applicability of Use-Specific Standards

A. **Purpose.** The General Use Standards of this Article establish baseline requirements and review procedures to ensure that all land uses within Colerain Township are located, operated, and maintained in a manner that protects public health, safety, and welfare; promotes compatibility between neighboring uses; and upholds the intent of the Comprehensive Plan. These standards provide a uniform structure for evaluating uses, supplementing district regulations, and ensuring that each use functions appropriately within its surroundings. Use-specific standards further refine these requirements by addressing the unique characteristics, operational impacts, and development needs of individual uses.

B. **Compliance; modifications of use-specific standards.** Where a use within Table 3.1.4-A: Comprehensive Use Permissions is included within Article 3 - Land Use Standards, any such applicable provisions shall be construed to be a condition of the use's approval, except where explicitly modified through the approval of a conditional use permit per Subsection 6.5.3 – Conditional Use.

C. **Use-specific standards may apply to undefined uses.** If the Zoning Administrator determines, per Subsection 3.1.3 – Interpretation of Uses, that a proposed use is functionally the same as a defined use that is subject to use-specific standards in Article 3 of this Resolution, such use-specific standards shall also apply to the proposed use.

3.1.2 Interpretation of Uses

A. **Interpretation of defined or undefined uses.** The following provisions shall apply to the interpretation of uses:

(1) Each use type included in Table 3.1.4-A: Comprehensive Use Permissions is defined in Article 7 – Glossary of Terms.

(2) A proposed use that is not listed in Table 3.1.4-A: Comprehensive Use Permissions or that is not defined elsewhere in this Resolution may be authorized by the Zoning Administrator as an allowed by-right use, a conditionally allowed use, an allowed accessory use, or an allowed temporary use if they determine that the proposed use is functionally the same as a defined use that is allowed in the same zoning district as the subject property according to the considerations provided within this Subsection 3.1.3.

(3) If the Zoning Administrator determines that an undefined proposed use is not functionally the same as a defined use that is allowed in the same zoning district as the subject property, then the proposed use shall be deemed a prohibited use.

B. **Classification of uses.** In determining the classification of a proposed use that is undefined, or in determining if a proposed use qualifies as a principal, accessory, or temporary use, the Zoning Administrator may consider, but shall not be limited to, the following criteria as applicable:

(1) Information provided by the property owner, including the contents of a Zoning Certificate application;

(2) Actual or projected characteristics of the use, their common association with established uses on a given lot, and their effects on permitted uses within the zoning district of the subject property;

(3) Amount of floor space and/or equipment that would be provided for the use;

(4) Amount of pedestrian, bicycle, and/or vehicular traffic typically associated with the use;

(5) Size (including footprint area and height) of the building(s) and/or feature(s) proposed for the use;

(6) Location of the building, feature, or use in relation to the location of other buildings and uses on the same lot;

(7) Signage located on or proposed for the property;

(8) Noise, lighting, dust, and/or odors typically associated with the use;

(9) Number of employees on a typical shift;

(10) Use and/or storage of hazardous materials; and/or hours of operation for the use.

3.1.3 Change of Use Zoning Certificate

A. **Change of use.** A Change of Use Zoning Certificate is required whenever a property proposes a new use that differs from the existing use classification shown in the Comprehensive Use Permission Table. Applicants shall submit a Change of Use application to allow the Zoning Administrator to evaluate compliance with this Resolution. If the submitted information is compliant, a Zoning Certificate shall be issued. Applications shall include the following:

(1) Cover Letter. A written statement (minimum one page) describing the proposed activities on the site.

(2) Compliance Statement. Confirmation that the proposed use will comply with all applicable use-specific standards and that no unlawful use will occur.

(3) Owner Authorization. Property owner signature acknowledging and authorizing the request.

(4) Existing Variances. Copies of all variances applicable to the property.

(5) Required Licenses. Copies of any licenses required by Colerain Township, Hamilton County, the State of Ohio, or other agencies.

(6) Use Details. A general description of the current and proposed use of all buildings or units, including floorplans, operational characteristics, prior occupancy, and other information needed to evaluate compliance.

(7) Density Details. A summary of any changes related to density or development intensity, such as floor area ratios or dwelling units per acre, if applicable.

(8) Intensity Details. A description of operational features of the proposed use, such as hours, staffing, customer or visitor activity, deliveries, waste generation, or other factors relevant to assessing impacts on surrounding properties.

(9) Development Details. A floorplan and narrative describing the internal layout and any associated building or site changes, including landscaping, lighting, architectural elements, or impervious surface.

(10) Parking and Signage Details. Information describing existing and proposed parking and signage conditions. As a condition of approval of a Change of Use Zoning Certificate, the Zoning Administrator is authorized to require the submission of a Master Parking Plan and/or Master Signage Plan as required by this Resolution. No new use may commence on the property until all required parking and signage plans have been submitted, reviewed, and formally adopted by the Township. The failure to submit, obtain approval for, or implement a Master Parking Plan or Master Signage Plan as required shall constitute grounds for withholding the commencement of the use or initiating enforcement action pursuant this Resolution.

(11) Additional Information. Any other information deemed necessary by the Zoning Administrator to evaluate the proposed change of use and ensure compliance with this Resolution.

3.1.4 Comprehensive Use Permissions

A. Use permissions. The use permissions in Table 3.1.4-A: Comprehensive Use Permissions identify for each zoning district the principal uses, temporary uses, and accessory buildings, features, and uses that are allowed by right, allowed through a conditional use certificate, allowed as an accessory use, allowed as a temporary use, or prohibited per the following key:

(1) A solid circle identifies a use as allowed through the approval of a Zoning Certificate within a specified zoning district.

(2) A half-filled circle identifies a use that is allowed through the approval of a conditional use permit within a specified zoning district.

(3) A circled letter ‘A’ identifies a building, feature, or use that is allowed as an accessory use within a specified zoning district.

(4) A circled letter ‘T’ identifies a building or use that is allowed as a temporary use within a specified zoning district.

(5) A hyphen identifies a building, feature, or use that is prohibited within a specified zoning district.

Table 3.1.4-A

Comprehensive Use Permissions

● = Allowed By-Right
◑ = Conditionally Allowed
– = Prohibited Use

	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
3.2. - Agricultural & Animal Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Agricultural & Animal Keeping	3.2.1	●	●	●	●	–	–	–	●	●	●
Commercial Kennel	3.2.2	–	–	–	–	◑	◑	◑	◑	–	–
Pet Services and Daycare	3.2.3	–	–	◑	●	●	●	●	●	–	–
Riding Stable	3.2.4	●	–	–	–	–	–	–	–	●	●
Veterinary Facility	3.2.5	–	–	◑	●	●	●	●	●	–	●
3.3 - Residential Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Adult Group Facility - Small	3.3.1	●	●	●	–	–	–	–	–	–	–
Adult Group Facility - Large	3.3.2	–	–	●	–	–	–	–	–	–	–
Child Group Facility	3.3.3	–	◑	●	–	–	–	–	–	–	–
Conservation Development	3.3.4	●	◑	–	–	–	–	–	–	–	–
Dwelling - Multi-Unit	3.3.5	–	◑	●	◑	◑	◑	◑	–	–	–
Dwelling - One-Unit	3.3.6	●	●	◑	–	–	–	–	–	–	–
Dwelling - Two-Unit	3.3.7	–	●	●	–	–	–	–	–	–	–
Dwelling - Upper-Floor	3.3.8	–	–	◑	●	●	●	●	–	–	–
Institutional Housing	3.3.9	–	–	●	–	●	–	–	–	–	–
Permanently Sited Manufactured Home	3.3.10	●	●	●	–	–	–	–	–	–	–
3.4 - Automotive Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Automotive Body Repair	3.4.1	–	–	–	–	◑	●	–	●	–	–
Automotive Fuel Service	3.4.2	–	–	–	–	◑	●	◑	◑	–	–
Automotive Recycling Facility	3.4.3	–	–	–	–	–	–	–	◑	–	–
Automotive Sales or Rental	3.4.4	–	–	–	–	–	●	–	–	–	–
Automotive Service	3.4.5	–	–	–	–	◑	●	◑	◑	–	–
Automotive Wash	3.4.6	–	–	–	–	◑	●	◑	◑	–	–
3.5 - Commercial Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Alternative Financial Service	3.5.1	–	–	–	–	◑	◑	◑	–	–	–
Art Studio or Classroom	3.5.2	–	–	◑	●	●	●	●	●	–	–
Bank or Financial Institution	3.5.3	–	–	◑	◑	●	●	●	–	–	–
Bar, Micro-Brewery, and Micro-Distillery	3.5.4	–	–	◑	◑	●	●	●	–	–	–
Brewery or Distillery	3.5.5	–	–	–	–	–	–	–	●	–	–
Broadcasting & Streaming Studio	3.5.6	–	–	–	–	●	●	●	●	–	–
Cannabis Dispensary	3.5.7	–	–	–	–	◑	◑	◑	–	–	–
Contractor Services & Supply	3.5.8	–	–	–	–	◑	◑	◑	●	–	–
Day Care Facility	3.5.9	–	–	●	●	●	●	●	◑	–	–
Distribution Facility	3.5.10	–	–	–	–	–	–	–	●	–	–
Entertainment Venue	3.5.11	–	–	–	●	●	●	●	●	–	–

Event Venue	3.5.12	–	–	–	◑	●	●	●	–	–	–
Fireworks Manufacturing	3.5.13	–	–	–	–	–	–	–	◑	–	–
Fireworks Retail Sales	3.5.14	–	–	–	–	–	–	–	◑	–	–
Funeral & Memorial Service	3.5.15	–	–	–	–	●	●	●	●	–	–
Greenhouse & Nursery	3.5.16	–	–	–	–	●	●	●	●	–	–
Health & Fitness Venue	3.5.17	–	–	◑	●	●	●	●	◑	–	–
Heavy Industrial	3.5.18	–	–	–	–	–	–	–	◑	–	●
Hotel or Motel	3.5.19	–	–	–	–	◑	◑	◑	–	–	–
Laboratory	3.5.20	–	–	–	–	●	●	●	●	–	–
Light Industrial	3.5.21	–	–	–	–	◑	◑	◑	●	–	–
Fabrication Retail	3.5.22	–	–	◑	●	●	●	●	◑	–	–
Massage Parlor	3.5.23	–	–	–	–	–	–	–	–	–	–
Medical Office or Clinic	3.5.24	–	–	–	●	●	●	●	●	–	–
Mobile Food Vendor	3.5.25	◑	◑	◑	●	◑	◑	◑	●	–	–
Off-Premises Sign	3.5.26	–	–	–	–	●	●	●	●	–	●
Personal Wellness Service	3.5.27	–	–	◑	●	●	●	●	●	–	–
Professional or Business Office	3.5.28	–	–	◑	●	●	●	●	●	–	–
Radio Antenna - Commercial	3.5.29	◑	◑	◑	◑	◑	◑	◑	◑	–	◑
Restaurant	3.5.30	–	–	●	●	●	●	●	◑	–	–
Retail	3.5.31	–	–	◑	●	●	●	●	◑	–	–
Self-Storage Facility	3.5.32	–	–	–	–	–	–	–	◑	–	–
Service Commercial	3.5.33	–	–	–	●	●	●	●	◑	–	–
Small Cellular Telecommunications Facility	3.5.34	●	●	●	●	●	●	●	●	–	–
Tattoo Studio	3.5.35	–	–	–	–	◑	◑	◑	–	–	–
Telecommunications Tower	3.5.36	●	●	●	●	●	●	●	●	–	–
Tobacco Retail	3.5.37	–	–	–	–	◑	◑	◑	–	–	–
Type-A Family Day Care Home	3.5.38	–	–	–	●	–	–	–	–	–	–
Type-B Family Day Care Home	3.5.39	●	●	●	●	●	●	●	–	–	–
Vendor Market	3.5.40	–	–	–	●	●	●	●	◑	–	–
3.6 - Institutional & Public Uses		**RER**	**SUR**	**MUR**	**NBM**	**AMN**	**AMC**	**AMS**	**LIT**	**GOR**	**SLF**
Active Park & Recreational Facility	3.6.1	◑	◑	◑	●	●	●	●	●	●	●
Cemetery	3.6.2	●	–	–	●	●	●	●	●	–	–
Educational Facility - Higher Learning	3.6.3	–	–	◑	◑	●	●	●	–	–	–
Educational Facility - Non-Higher Learning	3.6.4	◑	◑	◑	◑	●	●	●	–	–	–
Essential Service or Utility	3.6.5	●	●	●	●	●	●	●	●	–	–
Government & Public Use	3.6.6	●	●	●	●	●	●	●	●	●	●
Hospital	3.6.7	–	–	–	◑	●	●	●	–	–	–
Indoor Recreational Facility	3.6.8	–	–	–	◑	●	●	●	●	–	–
Nature Park & Conservation Area	3.6.9	●	●	●	●	●	●	●	●	●	●
Private Recreational Facility	3.6.10	◑	◑	◑	◑	●	●	●	●	–	–
Religious Place of Worship	3.6.11	◑	◑	◑	◑	●	●	●	●	–	–
Solid Waste Facility	3.6.12	–	–	–	–	–	–	–	–	–	●

Ⓐ = Allowed as Accessory Use Ⓣ = Allowed as Temporary Use – = Prohibited Use	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space, Recreation	Sanitary Landfill
3. 7 - Accessory Buildings, Features & Uses (1)		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Accessory Dwelling Unit	3.7.7	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	–	–
Accessory Off-Street Parking	3.7.8	–	–	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	–
Compost Piles or Bins	3.7.9	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Electric Vehicle Charging Stations	3.7.10	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Home Occupation	3.7.11	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	–	–
Private Kennel	3.7.12	Ⓐ	Ⓐ	Ⓐ	–	–	–	–	–	–	–
Radio Antenna - Noncommercial	3.7.13	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Roadside Stand	3.7.14	Ⓐ	–	–	–	–	–	–	–	–	–
Satellite Dish Antenna	3.7.15	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Solar Panels	3.7.16	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Small Wind Energy Conversion System	3.7.17	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Swimming Pool, Lake, or Bathhouse	3.7.18	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	Ⓐ	–
Wood Furnace - Outdoor	3.7.19	Ⓐ	Ⓐ	Ⓐ	–	–	–	–	–	–	–
3. 8 - Temporary Buildings & Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
One-Time Special Events	3.8.5	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	–
Charitable Donation Container	3.8.6	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	–
Temporary Entertainment Building	3.8.7	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	Ⓣ	–
Temporary Incidental Construction Building	3.8.8	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ
Temporary Storage Container	3.8.9	–	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ
Temporary Tent for Outdoor Displays or Sales	3.8.10	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	–

Table Notes:

(1) Includes all accessory buildings and features that are not separately identified with permissions within this table, subject to the provisions of Subsection 3.1.2– Interpretation of Uses, and Section 3.7 – Accessory Buildings, Features, and Uses.

3.2 AGRICULTURAL & ANIMAL USES

Table 3.1.4-A Comprehensive Use Permissions ● = Allowed By-Right ◑ = Conditionally Allowed – = Prohibited Use	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
3.2. - Agricultural & Animal Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Agricultural & Animal Keeping	3.2.1	●	●	●	●	–	–	–	●	●	●
Commercial Kennel	3.2.2	–	–	–	–	◑	◑	◑	◑	–	–
Pet Services and Daycare	3.2.3	–	–	◑	●	●	●	●	●	–	–
Riding Stable	3.2.4	●	–	–	–	–	–	–	–	●	●
Veterinary Facility	3.2.5	–	–	◑	●	●	●	●	●	–	●

3.2.1 Agricultural & Animal Keeping

A. **Applicability.** This section applies to the raising or keeping of animals for agricultural purposes, as defined by Ohio Revised Code §519.01. Agricultural uses that qualify for exemption under ORC §519.21 are not subject to zoning regulation except as permitted under applicable exceptions for platted subdivisions. The following standards apply to all non-exempt properties and any property seeking to keep animals not protected by agricultural exemption.

B. **Subdivision Exceptions.** In accordance with ORC §519.21:

(1) Agricultural uses are prohibited on lots smaller than one acre and located within a platted subdivision.

(2) On lots between one and five acres within a platted subdivision where 35 percent or more of the lots are developed, the keeping of animals for agricultural purposes may be regulated by the Township and is subject to this section.

(3) Adjacent parcels under the same ownership may be combined to meet acreage thresholds, provided the parcels are contiguous and recorded as such.

C. **Animal Keeping Standards.**

(1) Minimum Lot Size.

(i) No animals for agricultural purposes shall be kept on lots smaller than one acre. This provision does not apply to chickens, quails, or bees.

(ii) Acreage shall be rounded down and cannot be fractioned except where expressly permitted by this Section.

(iii) A maximum of six chickens is allowed on properties smaller than one acre, so long as the other requirements of this Resolution are met. For each additional half acre, three additional chickens are permitted.

(iv) Roosters are prohibited.

(v) Chickens shall be housed in a secure, enclosed coop and run, situated in the rear yard and set back a minimum of 20 feet from all property lines and 50 feet from the principal dwelling building of all adjacent properties.

(2) Small Livestock (e.g., goats, sheep, ducks, turkeys, geese, guinea fowl, and similar animals as determined by the Zoning Administrator).

(i) Permitted only in the Rural Estate Residential (RER) Zoning District.

(ii) No more than four small livestock per acre, up to a total of twelve animals per property.

(iii) All animals shall be enclosed within a fenced pasture or structure located at least 100 feet from all property lines.

(3) Large Livestock (e.g., horses, cows, alpacas, llamas, donkeys, mules, bison, and similar animals as determined by the Zoning Administrator).

(i) Permitted only in the Rural Estate Residential (RER) Zoning District.

(ii) Minimum lot size shall be five acres.

(iii) No more than three large livestock animals per 5 acres, with a maximum of six large animals per property.

(iv) Barns or stables shall be located at least 100 feet from all property lines.

(v) Permitted on lots of one acre or more in any zoning district.

(vi) No more than two hives are permitted per acre, with a maximum of six hives per property.

(vii) Hives shall be located in the rear yard and set back a minimum of 100 feet from all property lines.

D. **General Requirements.**

(1) All animals shall be securely contained within the property boundaries by approved fencing or enclosures appropriate to the animal's size and behavior.

(2) Manure and waste shall be managed in a manner that prevents runoff, odor, and attraction of pests. Manure shall not be stored within 100 feet of any property line or waterway.

(3) Animal enclosures shall be maintained in a clean, sanitary condition and inspected regularly for structural integrity.

(4) Properties shall implement reasonable pest control practices to limit the presence of flies, rodents, and other nuisances.

E. **Household Pets.** This section does not apply to indoor household pets such as domesticated dogs, cats, and similar animals typically kept inside a home. Exotic or prohibited species, as regulated by local, state, or federal law, are not permitted.

F. **Zoning Certificate Required.** A valid Zoning Certificate must be obtained for the construction of any structure related to the keeping of animals, including but not limited to coops, barns, sheds, and fencing, unless otherwise exempt under Section 6.3.2 of this Resolution.

G. **Nonconforming Uses.** Existing animal-keeping activities that exceed the limits of this section may continue as legal nonconforming uses, subject to the provisions of Article 5 of this Resolution.

3.2.2 Commercial Kennel

A. **Minimum lot area.** There shall be a minimum lot area of 5 acres required for commercial kennels.

B. **Minimum setbacks.** All structures other than fences, exterior storage, refuse, or supplies associated with commercial kennels shall provide a setback that is a minimum of 100 feet from all lot lines.

3.2.3 Pet Services and Daycare

3.2.4 Riding Stable

A. **Minimum setbacks.** All buildings, exterior storage, refuse, and supplies shall be set back a minimum of 100 feet from all lot lines.

B. **Limit on the number of animals.** A maximum of one animal unit shall be allowed per acre for a given property.

3.2.5 Veterinary Facility

A. **Minimum setbacks.** All structures, exterior storage, refuse, or supplies shall be set back a minimum of 100 feet from all lot lines.

3.3 RESIDENTIAL USES

Table 3.1.4-A Comprehensive Use Permissions ● = Allowed By-Right ◑ = Conditionally Allowed – = Prohibited Use	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
3.3 - Residential Uses		RER	SUR	MUR	NBM	AMN	AMC	AMS	LIT	GOR	SLF
Adult Group Facility - Small	3.3.1	●	●	●	–	–	–	–	–	–	–
Adult Group Facility - Large	3.3.2	–	–	●	–	–	–	–	–	–	–
Child Group Facility	3.3.3	–	◑	●	–	–	–	–	–	–	–
Conservation Development	3.3.4	●	◑	–	–	–	–	–	–	–	–
Dwelling - Multi-Unit	3.3.5	–	◑	●	◑	◑	◑	◑	–	–	–
Dwelling - One-Unit	3.3.6	●	●	◑	–	–	–	–	–	–	–
Dwelling - Two-Unit	3.3.7	–	●	●	–	–	–	–	–	–	–
Dwelling - Upper-Floor	3.3.8	–	–	◑	●	●	●	●	–	–	–
Institutional Housing	3.3.9	–	–	●	–	●	–	–	–	–	–
Permanently Sited Manufactured Home	3.3.10	●	●	●	–	–	–	–	–	–	–

3.3.1 Adult Group Facility - Small

3.3.2 Adult Group Facility - Large

3.3.3 Child Group Facility

A. **Applicability.** Except as expressly permitted under section 5119.34 of the Ohio Revised Code, the standards contained in this section shall apply to Group Homes for Children, Adult Group Homes, and Adult Family Homes in a uniform manner and must be in accordance with Section 2967.14 and Section 3722 of the Ohio Revised Code.

B. **Allowed districts.** Shall only be permitted in the MUR Multi-Unit Residential district.

C. **Building character.** All buildings in which this use is established shall be residential in character.

D. **Dwelling unit designation.** Each dwelling unit in which a Halfway House or Community Residential Center is established shall be deemed to be a separate Halfway House or Community Residential Center.

E. **Spacing requirements.** A Dwelling Unit in which a Halfway House or Community Residential Center is established shall not be closer than 600 feet to the next closest Dwelling Unit used as a Halfway House or Community Residential Center.

F. **Proof of permitting and code compliance.** The Colerain Township Planning and Zoning Department, Code Department, Police Department, and Fire Department shall have the ability to request the custodial contract permitting the Halfway House or Community Residential Center for each individual resident. The owner/operator of a Halfway House or Community Residential Center must be able to provide proof that building and fire codes are adequately met and maintained. If the owner/operator is unable to provide this

documentation within 14 days, the Zoning Administrator shall have the ability to revoke the Zoning Certificate granting allowance for the Halfway House or Community Residential Center. Township Staff shall have the ability to, upon request, inspect the interior of the property for compliance.

G. **Violations.** Any violations to the Colerain Township Zoning Resolution, including the inability to provide proof of documentation, shall be subject to penalties as described in Article 5: Violations and Penalties.

3.3.4 Conservation Development

A. **Applicability.** Conservation developments provide for and encourage flexible and creative development techniques aimed toward providing a healthy and safe, natural, and built environment. The development of this use is encouraged within the Colerain Township Comprehensive Plan to conserve and protect the natural environment and rural character of the Township.

B. **Property requirements.** Conservation developments are subject to the following:

(1) Conservation developments are permitted where the subject lot(s) contains a minimum of 20 contiguous acres, not separated by a road or other right-of-way prior to development;

(2) The development owner(s) must own in fee simple or have an option to purchase all lands within the conservation development;

(3) Any lawful ownership arrangement including, but not limited to, fee simple lots is permitted is allowed in an conservation development; and

(4) The arrangement of dwelling units shall comply with all development standards contained in the applicable zoning district or as modified in this Subsection.

C. **Maximum allowed density.** The maximum number of housing units allowed in conservation developments is determined using the minimum lot area required in the zoning district and is calculated per the following:

(1) Maximum allowed density = TSA / MLA x 90%. When this formula produces a fractional value, the output shall be rounded to the nearest whole number.

(2) TSA = Total site area in acres, excluding any area within existing public right-of-way or land that is subject to an existing conservation easement. The total site area also does not include any area occupied by lakes or ponds that are greater than 1 acre in size.

(3) MLA = Minimum lot area in acres required in a given zoning district. For areas subject to the Hillside Development Overlay regulations, the density calculations in this Resolution shall apply.

(4) % is the factor to account for public or private right-of-way required in a development.

D. **Allowable uses.**

(1) The uses allowed in conservation developments are those permitted uses listed in the applicable zoning district.

(2) Multi-unit dwellings are prohibited in conservation developments.

E. **Private roads allowed.** Private roads connecting one residence to another and/or for means of ingress and egress for a conservation development are allowed, subject to the following conditions:

(1) The private roads shall be designed and constructed to meet Hamilton County Engineering requirements for design, materials, and construction.

(2) The length, location, distance, and other relevant siting factors must comply with all Hamilton County requirements for subdivision roads.

F. **Modifications to area and height regulations.**

(1) Minimum lot area requirements contained in the applicable zoning districts are modified in conservation developments to provide for required open space and allow for flexibility in design. Unless specifically modified hereunder, area and height regulations contained in the applicable zoning district apply.

(2) Lot area requirements. Dwelling units in conservation developments are not required to be on individual lots and there are no required minimum lot sizes. However, when lots are included in a development plan, such lots shall be of sufficient size and shape to accommodate dwelling units in compliance with the spacing and yard requirements defined herein.

(3) Minimum yard depths and setbacks. Individual buildings within an conservation development shall be subject to the applicable minimum setback requirements provided in Article 3 of this Resolution.

Type of Standard	Requirement
Principal Buildings	
Setback from Internal Roadways (min.)	15 feet
Setback from Township or County Roads (min.)	35 feet
Setback from Boundary Lines of Conservation Development (min.)	50 feet
Separation between the Rear Elevations of Two Principal Buildings (min.)	60 feet
Separation between the Front Elevation of a Principal Building and the Rear Elevation of a separate Principal Building (min.)	60 feet
Separation between the Side Elevations of Two Principal Buildings (min.)	20 feet
Accessory Buildings and Uses	
Setback from any Lot Line (min.)	10 feet

G. **Sewage disposal.** Conservation developments shall be served by individual or public sewage disposal structures consistent with applicable State or County regulations. Individual sewage disposal systems shall comply with all applicable regulations of the Hamilton County General Health District and may be located within the required open space.

H. **Required protection of natural areas in conservation developments.** For all conservation developments:

(1) Wetlands found within a site proposed to be developed shall remain in a natural state. No on-site or off-site mitigation of wetland alteration or destruction, temporary or permanent, shall be permitted.

(2) Areas with a natural slope of 20% or more shall be undisturbed. No on-site or off-site mitigation of sloped area alteration or destruction, temporary or permanent, shall be permitted.

I. **Mandatory open space requirements.** All conservation developments shall include a minimum of 50% of the total site acreage as required open space. In a phased development, open space shall be provided in a proportional manner with the development area (e.g., if a 100-acre site is to be developed in two phases of 50 acres each, then 25 acres of open space – being 50% of the first phase – shall be provided with the first phase; the other 25 acres shall be provided in the second phase). The following areas shall not count toward the minimum open space requirements:

(1) Private roads, public roads, and associated rights-of-way;

(2) Public or private parking areas, access ways, and driveways;

(3) Required setbacks between buildings, parking areas, and project boundaries;

(4) Required setbacks between buildings and streets;

(5) Required minimum spacing between buildings and parking areas;

(6) Private yards, including front, back, sides;

(7) Land that is subject to preexisting conservation easements or similar limitations on development; and

(8) Above-ground buildings, pipes, apparatus, and other equipment for community or individual septic or sewage disposal systems.

J. **Use of required open space.** Open space shall be designed and intended for the use and/or enjoyment of residents of the proposed development and the general public. Areas designated for required open spaces shall be preserved in their natural state except for the following:

(1) They are designated to be utilized for farming when authorized in a conservation easement or in a homeowner's association's covenants and restrictions; or

(2) They are designated to be used for underground drainage fields for individual or community septic systems or other underground components of on-site septic systems. Other components of on-site sewage disposal septic systems that extend

above grade and are visible may not be within required open space. Easements shall be required to enable the maintenance of these facilities; or

(3) They are designated to be utilized as wet or dry stormwater management ponds or basins. These ponds or basins may be located partially or entirely within the required open space. Easements shall be required to enable the maintenance of these facilities; or

(4) They are designated to be used as active recreation areas designed and intended for the use and/or enjoyment of residents of the development, or the public. These active recreation areas shall be located in areas with the least impact on natural amenities and wildlife habitats, shall be of a useable size and shape for the intended purpose, and shall be limited to 20% of the total acreage devoted to required open space. Such uses shall not include structures under a roof.

K. **Reclamation of disturbed open space.** Any areas to be designated as required open space that are disturbed during construction or otherwise not preserved in their natural state shall be landscaped with vegetation which appeared in those respective areas of the required open space immediately prior to being disturbed during construction or otherwise not preserved in their natural states.

L. **Future subdivision and development of open space.**

(1) All required open space shall be restricted from further subdivision or development by deed restriction, conservation easement, or other agreement in a form acceptable to Colerain Township and duly recorded in the office of the Hamilton County Recorder.

(2) Subject to permanent restrictions as set forth above, required open space in conservation developments shall be owned by a Homeowners Association, Colerain Township (with its consent), a land trust or other conservation organization recognized by Colerain Township, or by a similar entity. The ownership of common open space that is on a single-parcel development may be retained by the sole owner of the development.

(3) Required open space may be held by the individual members of a Homeowners Association as tenants-in-common or may be held in common ownership by a Homeowners Association, Community Association, or other similar legal entity.

(4) To obtain Township approval of the ownership of open space and common areas, the association must submit documents with the development plan showing that the association's bylaws and/or code of regulations require that membership in the association shall be mandatory for all purchasers of lots in the development. Such documents must also require that the association shall be responsible for maintenance, control, and insurance of all common areas, including required open space.

M. **Conservation easements.** With the permission of Colerain Township, the owner(s) of required open space may, in accordance with provisions of Section 5301.67 - .70 of the ORC,

grant or transfer a conservation easement to any entity described in Section 5301.68 of the ORC, provided that the entity and the provisions of the conservation easements are acceptable to Colerain Township. When a deed restriction is proposed as the method of restricting further subdivision of land designated as open space, Colerain Township shall be named as a party to such deed restrictions with approval authority over any changes thereto. The conveyance must contain appropriate provision for assignment of the conservation easement to another entity authorized to hold conservation easements under Section 5301.68 of the ORC, in the event that the original grantee becomes unwilling or unable to ensure compliance with the provisions of the conservation easement.

N. Development plan submission requirements.

(1) All proposed conservation developments shall provide a site analysis and a development plan to document compliance with all requirements of this Subsection.

(2) A site analysis and development plan together with any required application forms shall be transmitted in a form and number as prescribed by the Zoning Commission.

(3) The site analysis and development plan shall be submitted to and reviewed by the Zoning Administrator in the manner described herein.

O. Review of conservation developments. Within 10 days after receiving an application, site analysis, and development plan, the Zoning Administrator shall review submitted material to determine that the application includes all the items required in this Subsection. If the application is deemed complete and the application fee is paid, the Zoning Administrator shall officially accept the application on that date. Review of the proposed conservation development shall be accomplished in coordination with review procedures and requirements of all government agencies with jurisdiction over the development, and in the following manner:

(1) Distribution of submitted material. Once the application is determined to be complete, the Zoning Administrator shall distribute copies of submitted materials to Colerain Township's legal counsel and appropriate Colerain Township administrative departments, and to such other regulatory agencies that have statutory authority to subsequently review and comment on any aspect of the development, including but not limited to, the Hamilton County Regional Planning Commission, the Hamilton County General Health District, the Hamilton County Engineer, the Hamilton County Public Works Department, the Ohio Environmental Protection Agency, FEMA, U.S. Army Corps of Engineers, consultants retained by the Township, and Board of Township Trustees.

(2) Review by Zoning Administrator. Within 45 days after the date that a complete application is made, the Zoning Administrator shall review materials submitted and approve the application or deny approval of the application.

(3) Zoning Administrator approval. The Zoning Administrator may approve the application and proposed development plan based upon a determination that the proposed plan complies with the standards set forth in this Resolution.

(4) Zoning Administrator denial of approval. The Zoning Administrator may deny approval of the application and proposed development plan. The decision to deny the application shall include a written description of specific changes required for the proposed plan to conform to the requirements of this Subsection. A decision to deny the application and proposed development plan may be appealed to the Board of Zoning Appeals in accordance with the applicable provisions of Section 6.5 – Quasi-Judicial Applications.

P. **Time limits.** The development plan shall be valid for 2 years. If the applicant has not begun construction within the 2 years, the development shall be voided and any new development shall require a new application for approval.

Q. **Amendments to an approved conservation development.**

(1) After a conservation development has been approved, adjustments, or rearrangements of buildings, parking areas, entrances, heights, or yards may be requested.

(2) Changes, as defined herein, are allowed, and may be approved by the Zoning Administrator, provided such requests conform to applicable standards provided in this Subsection.

(3) Amendments shall require the submittal of a revised development plan to the Zoning Administrator. The Township may establish a minor resubmittal fee as part of their adopted fee schedule.

3.3.5 Dwelling - Multi-Unit

A. **Restrictions in SUR zone.** Multi-Unit Dwellings within the Single Unit Residential (SUR) Zone shall be subject to the following standards:

(1) There shall be a maximum of 4 units per structure.

(2) Each unit shall have a separate exterior entrance.

(3) Individual dwelling units shall be attached by a common wall.

(4) No part of a parking area shall be closer than 5 feet to the side and rear lot lines unless the parking area is adjacent to a residential district where it shall be set back at least 50 feet from the property line adjacent to the residential district.

(5) Setbacks around all parking areas shall be landscaped with grass and planting areas and shall be well maintained.

(6) Accessory Dwelling Units (ADU) are prohibited on multi-unit lots.

3.3.6 Dwelling - One Unit

3.3.7 Dwelling - Two Unit

3.3.8 Dwelling - Upper Floor

3.3.9 Institutional Housing

A. **Maximum density.** The maximum density of institutional housing shall be 7 dwelling units or 7 beds per acre, whichever is less.

B. **Limit on units and beds.** Within a residential zoning district, there shall be a maximum of 21 dwelling units or beds per site of institutional housing.

C. **Minimum setbacks.** For institutional housing uses:

(1) All buildings shall be setback 50 feet from all lot lines.

(2) Parking areas shall provide a setback that is a minimum of 50 feet from property lines adjacent to a residential district. Parking areas that are not adjacent to a residential district shall be setback a minimum of 5 feet from side and/or rear lot lines.

D. **Qualifications for institutional housing.** All units shall be rented or sold to the elderly or people with disabilities to qualify as institutional housing. Mixed development, such as a retirement village with some independent living, shall be built under the multi-household dwelling regulations or as part of a Planned District.

3.3.10 Permanently Sited Manufactured Home

A. **Applicability of zoning requirements.** Permanently sited manufactured homes shall be permitted where they meet the following provisions:

(1) They meet the definition of a permanently sited manufactured home; and

(2) They comply with all zoning requirements of a single-family dwelling in the applicable zoning district.

B. **Prohibited structures.** Travel trailers, park trailers, and mobile homes, as defined in Section 4501.01 of the ORC, and that do not qualify as a permanently sited manufactured home shall be prohibited.

3.4 AUTOMOTIVE USES

Table 3.1.4-A

Comprehensive Use Permissions

● = Allowed By-Right
◑ = Conditionally Allowed
– = Prohibited Use

3.4 - Automotive Uses	Use-Specific Standards Subsection	Rural Estate Residential RER	Single Unit Residential SUR	Multi-Unit Residential MUR	Neighborhood Mixed NBM	Avenue Mixed North AMN	Avenue Mixed Central AMC	Avenue Mixed South AMS	Light Intensity Industry LIT	Greenspace, Open Space & Recreation GOR	Sanitary Landfill SLF
Automotive Body Repair	3.4.1	–	–	–	–	◑	●	–	●	–	–
Automotive Fuel Service	3.4.2	–	–	–	–	◑	●	◑	◑	–	–
Automotive Recycling Facility	3.4.3	–	–	–	–	–	–	–	◑	–	–
Automotive Sales or Rental	3.4.4	–	–	–	–	–	●	–	–	–	–
Automotive Service	3.4.5	–	–	–	–	◑	●	◑	◑	–	–
Automotive Wash	3.4.6	–	–	–	–	◑	●	◑	◑	–	–

3.4.1 Automotive Body Repair

A. **Enclosure required.** An automotive body repair use, where allowed, shall operate all activities related to the use within a completely enclosed structure.

3.4.2 Automotive Fuel Service

A. **Development standards.** Automotive fuel services shall be subject to the following:

(1) All fuel pumps and service islands shall meet the site development standards of the applicable zoning district.

(2) The outermost edges of all protective canopies shall comply with all yard and setback requirements of the applicable zoning district.

B. **Minimum setbacks.** Where a proposed fuel pump or service island abuts a lot with a dwelling, the minimum setback shall be 50 feet from such abutting lot lines.

3.4.3 Automotive Recycling Facility

3.4.4 Automotive Sales or Rental

A. **Minimum lot size.** The minimum lot size for an automotive sales or rental use is 5 acres.

B. **Sales office building required.** A sales office building must be located on the same lot as the automotive sales or rental use, having a minimum floor area of 1,000 square feet, and being built on a permanent foundation to commercial building standards.

C. **Parking surface standards.** All vehicles must be parked on a solid paved surface of concrete or asphalt with perimeter curbing, buffering, landscaping, parking lot striping, and other similar aesthetic and/or safety requirements.

D. **Inoperable and junk equipment prohibited.** Inoperable or junk motor vehicles, boats, recreational vehicles, and trailers are not permitted on site. All repair and detailing beyond washing shall be completed in an enclosed building or off site.

E. **Parking standards apply.** Parking for the display of vehicles for sale or lease must conform to the standards for off-street parking as provided in Section 4.7 – Parking, Loading, and Circulation. Parking provided to meet the requirements of Figure 4.7.5-A – Sight Triangle shall not be used for parking display vehicles for sale or lease.

3.4.5 Automotive Service

3.4.6 Automotive Wash

3.5 COMMERCIAL USES

Table 3.1.4-A

Comprehensive Use Permissions

● = Allowed By-Right
◑ = Conditionally Allowed
– = Prohibited Use

3.5 - Commercial Uses	Use-Specific Standards Subsection	Rural Estate Residential RER	Single Unit Residential SUR	Multi-Unit Residential MUR	Neighborhood Mixed NBM	Avenue Mixed North AMN	Avenue Mixed Central AMC	Avenue Mixed South AMS	Light Intensity Industry LIT	Greenspace, Open Space & Recreation GOR	Sanitary Landfill SLF
Alternative Financial Service	3.5.1	–	–	–	–	◑	◑	◑	–	–	–
Art Studio or Classroom	3.5.2	–	–	◑	●	●	●	●	●	–	–
Bank or Financial Institution	3.5.3	–	–	◑	◑	●	●	●	–	–	–
Bar, Micro-Brewery, and Micro-Distillery	3.5.4	–	–	◑	◑	●	●	●	–	–	–
Brewery or Distillery	3.5.5	–	–	–	–	–	–	–	●	–	–
Broadcasting & Streaming Studio	3.5.6	–	–	–	–	●	●	●	●	–	–
Cannabis Dispensary	3.5.7	–	–	–	–	◑	◑	◑	–	–	–
Contractor Services & Supply	3.5.8	–	–	–	–	◑	◑	◑	●	–	–
Day Care Facility	3.5.9	–	–	●	●	●	●	●	◑	–	–
Distribution Facility	3.5.10	–	–	–	–	–	–	–	●	–	–
Entertainment Venue	3.5.11	–	–	–	●	●	●	●	●	–	–
Event Venue	3.5.12	–	–	–	◑	●	●	●	–	–	–
Fireworks Manufacturing	3.5.13	–	–	–	–	–	–	–	◑	–	–
Fireworks Retail Sales	3.5.14	–	–	–	–	–	–	–	◑	–	–
Funeral & Memorial Service	3.5.15	–	–	–	–	●	●	●	●	–	–
Greenhouse & Nursery	3.5.16	–	–	–	–	●	●	●	●	–	–
Health & Fitness Venue	3.5.17	–	–	◑	●	●	●	●	◑	–	–
Heavy Industrial	3.5.18	–	–	–	–	–	–	–	◑	–	●
Hotel or Motel	3.5.19	–	–	–	–	◑	◑	◑	–	–	–
Laboratory	3.5.20	–	–	–	–	●	●	●	●	–	–
Light Industrial	3.5.21	–	–	–	–	◑	◑	◑	●	–	–
Fabrication Retail	3.5.22	–	–	◑	●	●	●	●	◑	–	–
Massage Parlor	3.5.23	–	–	–	–	–	–	–	–	–	–
Medical Office or Clinic	3.5.24	–	–	–	●	●	●	●	●	–	–
Mobile Food Vendor	3.5.25	◑	◑	◑	●	◑	◑	◑	●	–	–
Off-Premises Sign	3.5.26	–	–	–	–	●	●	●	●	–	●
Personal Wellness Service	3.5.27	–	–	◑	●	●	●	●	●	–	–
Professional or Business Office	3.5.28	–	–	◑	●	●	●	●	●	–	–
Radio Antenna - Commercial	3.5.29	◑	◑	◑	◑	◑	◑	◑	◑	–	◑
Restaurant	3.5.30	–	–	●	●	●	●	●	◑	–	–
Retail	3.5.31	–	–	◑	●	●	●	●	◑	–	–
Self-Storage Facility	3.5.32	–	–	–	–	–	–	–	◑	–	–
Service Commercial	3.5.33	–	–	–	●	●	●	●	◑	–	–
Small Cellular Telecommunications Facility	3.5.34	●	●	●	●	●	●	●	●	–	–
Tattoo Studio	3.5.35	–	–	–	–	◑	◑	◑	–	–	–
Telecommunications Tower	3.5.36	●	●	●	●	●	●	●	●	–	–
Tobacco Retail	3.5.37	–	–	–	–	◑	◑	◑	–	–	–
Type-A Family Day Care Home	3.5.38	–	–	–	●	–	–	–	–	–	–
Type-B Family Day Care Home	3.5.39	●	●	●	●	●	●	●	–	–	–
Vendor Market	3.5.40	–	–	–	●	●	●	●	◑	–	–

3.5.1 Alternative Financial Service

A. **Township-wide limitation on the number of such uses.** The number of alternative financial service uses operating within the township shall not exceed 1 such use per 10,000 inhabitants residing in the township. The applicant of a Zoning Certificate for an alternative financial service shall demonstrate that the issuance of an approved Zoning Certificate would not increase the number of alternative financial services uses operating within the township at the time of application above this threshold and may rely on the most recent decennial census.

B. **Minimum separation required.**

(1) Alternative financial services shall not be located within 1,000 feet from any lot containing a separate alternative financial service.

(2) Alternative financial services shall not be located on lots that are less than 200 feet from any lot within a residential zoning district.

3.5.2 Art Studio or Classroom

3.5.3 Bank or Financial Institution

3.5.4 Bar, Micro-Brewery, or Micro-Distillery

A. **Minimum setbacks.** This use may be allowed in the Neighborhood Mixed (NBM) Zone when there is a minimum setback of 50 feet from all lot lines that are adjacent to a residential zoning district. Such a setback shall apply to all parking areas and structures, except fences.

3.5.5 Brewery or Distillery

3.5.6 Broadcasting & Streaming Studio

3.5.7 Cannabis Dispensary

A. **Applicability.** This section applies to any Cannabis Dispensary operating in accordance with Ohio law. All such dispensaries shall be licensed by the State of Ohio and shall comply with all applicable state and local regulations.

B. **Operation type.**

(1) Medical and non-medical dispensaries may conditionally operate in all Avenue Mixed zoning districts of Colerain Township.

(2) Dispensaries shall not be permitted in Planned Districts or any overlay districts.

C. **Hours of operation.** Dispensary operations shall be permitted only between the hours of 9:00 a.m. and 9:00 p.m.

D. **Dispensary quantity restriction.** Only 1 Cannabis Dispensary shall be allowed per every 25,000 residents in Colerain Township. This population base will be determined based on recent, official population records available to the Township at the time of the determination, and without reference to the 10-year Census Bureau update.

E. **Development agreement required.** Every Cannabis Dispensary operator shall be required to enter into a Development Agreement with Colerain Township as a condition to conditional use zoning approval. No Cannabis Dispensary shall obtain a zoning permit from Colerain Township's Planning and Zoning Department until a Development Agreement has been executed between the dispensary operator and the Township. The Development Agreement will outline expectations for design, public improvements, compliance assurances, and any other terms necessary to promote long-term alignment with Township objectives, and the public health, safety and general welfare.

F. **Buffer required.**

(1) No Cannabis Dispensary shall be located within 750 feet of the boundaries of a parcel containing a school, church, public library, public playground, or public park.

(2) There shall be a minimum distance of 750 feet between cannabis dispensaries.

G. **Signage requirement.** The applicant must complete a Master Sign Plan that complies with the requirements listed in Section 4.8 of the Colerain Township Zoning Resolution. The Master Sign Plan shall be submitted as part of the conditional use application. Window signs, portable signs and temporary signs are prohibited upon the site.

H. **Outdoor displays and storage.** No cannabis paraphernalia or product advertisements shall be visible from the building exterior, including through windows or on any exterior surfaces.

I. **Site readiness requirements.** Prior to the commencement of any new use or occupancy of a site, the following requirements shall apply to ensure zoning compliance and visual consistency throughout the Township:

(1) Façade compliance. A business shall not occupy an existing building unless the building undergoes a complete façade renovation, where applicable, to bring the exterior appearance into full compliance with the current zoning resolution.

(2) Parking lot compliance. The existing parking lot shall undergo complete renovation, where applicable, to meet the design, surfacing, landscaping, and dimensional standards of the current zoning resolution.

(3) Signage compliance. All nonconforming signage on the lot shall be permanently removed prior to the opening of the business. All new or replacement signs shall comply fully with the signage standards of the current zoning resolution.

3.5.8 Contractor Services & Supply

A. **Enclosure required for certain zoning districts.** Contractor or construction sales uses may only be allowed in the Avenue Mixed – North (AMN) District, the Avenue Mixed – Central (AMC) District, and the Avenue Mixed – South (AMS) District when all activities related to the use are located within a completely enclosed structure.

3.5.9 Day Care Facility

3.5.10 Distribution Facility

3.5.11 Entertainment Venue

3.5.12 Event Venue

3.5.13 Fireworks Manufacturing

3.5.14 Fireworks Retail Sales

3.5.15 Funeral & Memorial Service

A. Minimum setbacks.

(1) Generally, no part of a parking area associated with funeral services shall be closer than 5 feet to a side and/or rear lot line unless it is adjacent to a residential zoning district.

(2) Parking areas associated with funeral services shall be set back at least 50 feet from any property lines adjacent to a residential zoning district.

3.5.16 Greenhouse & Nursery

3.5.17 Health & Fitness Venue

3.5.18 Heavy Industrial

A. Conditional use review. The Board of Zoning Appeals may hear and conditionally permit heavy industrial uses in the Light Intensity Industry (LIT) District pursuant to this Resolution.

B. Conditions required for approval. As part of the conditional use review for heavy industrial uses, the Board of Zoning Appeals may require the installation, operation, and maintenance, in or in connection with the proposed use, of such devices and methods of operation as may, in the opinion of the Board, be reasonably required to prevent or reduce odor, dust, smoke, gas, noise or similar nuisances, and may impose such conditions regarding the extent of open space between it and surrounding properties as will tend to prevent or reduce the injury which might result from the proposed use to surrounding properties and neighborhoods.

3.5.19 Hotel or Motel

3.5.20 Laboratory

3.5.21 Light Industrial

3.5.22 Fabrication Retail

3.5.23 Massage Parlor

3.5.24 Medical Office or Clinic

3.5.25 Mobile Food Vendor

A. Zoning certificate required.

(1) A valid Zoning Certificate issued by Colerain Township shall be obtained before operating any Mobile Food Service Unit (MFSU).

(2) Each certificate is valid January 1 – December 31 of the year issued and shall be renewed annually, and shall not be prorated.

(3) A valid certificate authorizes operation township-wide, subject to all provisions of this Section.

(4) The certificate, together with all approvals required under Sub-section E, shall be kept in the unit and produced upon request by any Township official.

B. Permitted locations.

(1) All MFSUs may operate on private property, with written permission of the property owner, in the following zoning districts: Avenue Mixed North (AMN), Avenue Mixed Central (AMC), Avenue Mixed South (AMS), Neighborhood Business (NBM), and Light Intensity Industrial (LIT). This includes properties within a Planned District (PD) where the underlying approved plan or use designation is consistent with one or more of the districts listed above.

(2) Operation on public property is permitted only with prior approval from the Township as part of a Township-approved One-Time Special Event, or with written permission from the applicable public agency for operation on county- or state-owned property.

(3) Outside of One-Time Special Events, the maximum number of units on a single site shall be: two (2) on parcels ≤ ½ acre, three (3) on parcels > ½ acre to 1 acre, and four (4) on parcels > 1 acre.

(4) Written owner permission and the approved site plan shall be kept on the unit at all times.

C. Relocation and mobility.

(1) MFSUs may relocate between permitted sites without Township notification, provided written permission from each property owner is on file.

(2) At every location, the operator shall comply with all setbacks, circulation, safety, and public-health requirements in this Section.

D. **One-Time Special Events.**

(1) MFSUs are permitted as part of a Township-approved One-Time Special Event.

(2) Event organizers shall coordinate participating units and may collect participation fees.

(3) During an approved event, MFSUs may operate in any zoning district, including residential areas.

(4) In residential areas, units shall not park on streets restricted to one-side parking only.

(5) Event-related road closures require a separate road-closure permit from the Township

E. **Application requirements.** Applications for a Zoning Certificate shall include:

(1) A current license from Hamilton County Public Health.

(2) Approval from the Colerain Township Fire Department.

(3) Proof of current vehicle registration and $1 million liability insurance.

F. **Location and setback requirements.**

(1) During business hours, units shall maintain a minimum 100-foot setback from any restaurant entrance or outdoor-dining area unless waived by the restaurant owner in writing.

(2) Front-yard placement:

(i) Units shall not be located in required buffers, sight-distance triangles, or public rights-of-way.

(ii) Where no right-of-way is formally established, a minimum 30-foot setback from the road centerline shall apply.

(iii) The Zoning Administrator may require a greater setback if necessary for traffic safety or to protect corridor character.

(iv) Units may operate in a closed right-of-way only when a Township road-closure permit has been issued.

(3) Side and rear yard setbacks do not apply unless the site abuts a residential zoning district, in which case the applicable residential setbacks shall govern.

(4) Units shall be parked at least fifteen (15) feet from any fire hydrant and five (5) feet from any driveway, sidewalk, handicapped ramp, utility vault, or building entrance.

(5) Units shall not obstruct sidewalks, driveways, circulation aisles, entrances, fire lanes, or other areas required for safe pedestrian or vehicular movement.

(6) A minimum ten-foot separation shall be maintained between individual MFSUs on the same site.

G. **Hours of operation.**

(1) Sunday to Thursday: 7:00 a.m. – 11:00 p.m.

(2) Friday to Saturday: 7:00 a.m. – 12:00 a.m.

(3) When located within 150 feet of a single-family dwelling, hours shall be limited to 7:00 a.m. – 10:00 p.m.

H. **Signage and advertising.**

(1) Balloons, streamers, banners, inflatables, and similar attention-getting devices are prohibited.

(2) All signage shall be permanently affixed to the unit, except for one (1) portable sign per unit, provided it complies with Township sign regulations; no separate sign permit is required.

I. **Trash and waste.**

(1) At least one (1) covered trash receptacle shall be placed within ten (10) feet of the point of sale.

(2) All waste, grease, and debris shall be removed from the site daily; on-site dumping is prohibited.

(3) Discharge of gray water or blackwater shall comply with Hamilton County Public Health regulations.

J. **Operational standards.**

(1) Cords, hoses, and similar equipment shall be arranged to prevent tripping hazards and shall not cross drive aisles or pedestrian paths without ADA-compliant covers.

(2) Units shall not create or contribute to unsafe, unsanitary, or hazardous conditions, including excessive lighting, noise, smoke, or odors.

(3) Supplies and equipment shall be screened from public view during operation.

(4) When not in operation, all items shall be removed from the site or stored within the unit, an enclosed vehicle, or an enclosed structure; outdoor storage is prohibited.

K. **Cease-of-operations authority.**

(1) The Colerain Township Police, Fire, or Development Department may order immediate cessation or relocation of any unit posing a threat to public health, safety, or welfare.

(2) Failure to comply shall result in immediate revocation of the Zoning Certificate for the remainder of the calendar year and may subject the operator to additional enforcement under Township code.

3.5.26 Off-Premises Sign

A. **Zoning certificate required.** A Zoning Certificate shall be required for off-premises signs.

B. **Additional or accessory uses prohibited.** Off-premises signs shall not be located on a lot that contains another principal use or structure. Accessory uses shall not be permitted on lots that contain an off-premises sign.

C. **Agricultural land.** Off-premises signs shall be allowed on agricultural land that is exempt from the provisions of this Resolution per Subsection 6.3.2 – Zoning Certificate.

D. **Dimensional and design standards.** Off-premises signs shall be subject to the provisions of Table 3.5.26-A: Off-Premises Signs Standards.

Type of Standard	Requirement
Number of Off-Premises Signs (max.)	1 per lot [1]
Sign Area (max.)	Bulletin – 672 sq. ft. Poster – 220 sq. ft. Junior Poster – 72 sq. ft.
Sign Height (max.)	40 feet
Sign Setback (min.)	300 feet from any recorded subdivision or lot less than 1 acre in size within a residential zoning district [2]
Spacing between Signs (min.) [4]	*2000 feet* when adjacent to any Freeway or Expressway [2] *1,500 feet* when adjacent to any Major Arterial, Minor Arterial, Major Collector, or Minor Collector [3]

Table Notes:

(1) A single sign structure may support a single-face sign or a back-to-back sign.

(2) Additional property line setbacks apply. The off-premises sign shall additionally meet the minimum setback requirements of the applicable zoning district.

(3) Off-Premise signs located along a federal or state highway may be subject to additional requirements.

(4) Roadway classifications, definitions and specific road designations can be found in the Hamilton County Thoroughfare Plan.

E. **Landscaping radius.** The base of all Off-Premise signage shall include landscaping at the base of all sign structures having a radius of no less than 5 feet length. This area/s shall be effectively landscaped with living plant material and with the use of permanent shrubs, groundcover, or other ornamental plantings. Annuals and perennials are permitted in combination with permanent plant materials. The average initial height of the plantings shall be 24" minimum.

F. **Lighting.** Lighting of off-premises signs shall be prohibited except:

(1) Where such lighting is effectively shielded to prevent direct or indirect casting of light on any portion of the street or highway; and

(2) Where such lighting is of low intensity or brilliance as to not cause glare or impair the vision of a driver or otherwise interfere with a driver's operation of a motor vehicle.

G. **Electrically activated off-premises signs.** Electrically activated off-premises signs are prohibited.

3.5.27 Personal Wellness Service

3.5.28 Professional or Business Office

3.5.29 Radio Antenna - Commercial

3.5.30 Restaurant

3.5.31 Retail

3.5.32 Self-Storage Facility

3.5.33 Service Commercial

3.5.34 Small Cellular Communications Tower

A. Applicability.

(1) Small Cellular Telecommunication Facilities shall be permitted within a right-of-way, a utility easement, or on private property, provided the criteria of this Subsection are met.

(2) Small Cellular Telecommunication Facilities that do not meet all applicable criteria shall be prohibited.

B. General location restrictions. The location of Small Cellular Telecommunication Facilities shall be limited as follows:

(1) Small Cellular Telecommunication Facilities shall not be permitted where all utilities are underground, except where the facilities are co-located on existing mast arm signals.

(2) Small Cellular Telecommunication Facilities shall be located within 100 feet of an existing overhead utility line.

(3) Small Cellular Telecommunication Facilities shall be located along principal arterials, minor arterials, or major collector roads, as defined by the Hamilton County Thoroughfare Plan. If there is not a practical location available in such an area, documentation shall be provided regarding the efforts that have been exhausted in siting the Small Cellular Telecommunication Facility in these locations.

(4) Small Cellular Telecommunication Facilities shall be located on existing utility poles where practical. If a new utility pole is required, the new pole should to the extent reasonably practicable be located on the same side of the road as existing utility poles. If the new utility pole is required on the opposite side of the road as existing utility poles, but there are no other overhead wires crossing the road, the crossover wires related to the Small Cellular Telecommunication Facilities shall be located underground, where practical. If the requirements of this paragraph are determined not to be practical, documentation shall be provided with the reasons stated.

C. **Location outside of a right-of-way.** Small Cellular Telecommunication Facilities up to 30 feet in height shall be permitted outside of a right-of-way and outside of a recorded utility easement, in areas where overhead utilities are present, subject to the following requirements:

(1) Small Cellular Telecommunication Facilities shall provide a setback from all principal structures on surrounding properties that is, at minimum, a distance equal to the overall height of the Small Cellular Telecommunication Facilities.

(2) If the Small Cellular Telecommunication Facility is located within a recorded subdivision and is at least 100 feet from any overhead utilities, all wiring and cable associated with the Small Cellular Telecommunication Facility shall be buried underground.

(3) If the Small Cellular Facility is located on a tower, it shall be mounted onto a decorative pole with the equipment disguised or screened from view.

D. **General standards.** In addition to other applicable standards, Small Cellular Telecommunication Facilities shall meet the standards below:

(1) If the location of a Small Cellular Telecommunication Facility requires a new utility pole, the pole shall be designed to accommodate the primary user's antenna and a comparable antenna for at least one additional user.

(2) Any ground-mounted equipment shall be completely screened with landscaping providing year-round screening.

(3) Small Cellular Telecommunication Facilities shall not obstruct adequate sight distance at intersections.

(4) Lighting shall not be permitted on Small Cellular Telecommunication Facilities, except where such lighting is integrated as a light pole that matches other light poles in the vicinity.

(5) Small Cellular Telecommunication Facilities shall not emit noise.

E. **Appearance standards along local roadways.** In all areas along local roadways, as defined by the Hamilton County Thoroughfare Plan, Small Cellular Telecommunication Facilities shall be designed to be consistent and complementary with the surrounding environment in terms of height, materials, color, scale, and design. The Zoning Administrator is hereby authorized to determine whether a deviation from the consistent design is in the best interest of the public.

F. **Appearance standards.** In all areas along principal arterials, minor arterials, and major collector roads as defined by the Hamilton County Thoroughfare Plan, Small Cellular Telecommunications Facilities shall adhere to stealth design principles and shall be subject to the following requirements:

(1) All stealth designs shall utilize the latest technology that is available for the purpose of blending the structure into the environment.

(2) A completed stealth design shall render the Small Cellular Telecommunications Facility minimally visible to the casual observer.

(3) A Small Cellular Telecommunications Facility may be attached to an existing structure if it is designed to integrate seamlessly into the structure to which it is attached regarding the structure's architectural style, exterior materials, color and finish, and similar aspects. The overall design shall not substantially increase the height of the structure on which it is located, nor shall it substantially project off the face of the structure.

(4) The Small Cellular Telecommunications Facility may be constructed as a new freestanding structure if it is designed to be consistent and complementary to the surrounding structures and area with similar architecture, materials, color, height, scale, and related aspects.

(5) The Small Cellular Telecommunications Facility may be constructed as a new freestanding structure that mimics other features that are present in the immediate vicinity, such as street lights or trees. Such construction shall be virtually identical to the feature that it is mimicking and shall maintain the same height, size, pole diameter, fixture type, tree species, and/or other related aspects.

(6) All equipment, electrical boxes, conduit, wiring, mounting equipment, and similar features associated with the Small Cellular Telecommunications Facility shall not be visible.

G. **Pre-approval document required.** Prior to approval of the location of a Small Cellular Telecommunication Facility, the applicant shall provide documentation confirming that:

(1) The proposed Small Cellular Telecommunication Facility has been reviewed and has been determined not to be a hazard by the Federal Aviation Administration (FAA) or other federal or state authority, as applicable.

(2) If the Small Cellular Telecommunication Facility is on leased property, the owner of the property has granted an easement or entered into a lease for the proposed Small Cellular Telecommunication Facility.

H. **Location, co-location, or shared use.** The following measures are required to minimize Small Cellular Telecommunication Facility proliferation:

(1) The applicant shall provide documentation that depicts an existing Small Cellular Telecommunication Facility does not meet the designed coverage or capacity objective, or that all commercially reasonable efforts have been exhausted to share space on an existing Small Cellular Telecommunication Facility. This shall include, but not be limited to, a certified mail announcement to all other Small Cellular Telecommunication Facility users in the vicinity stating siting needs and/or sharing capabilities. Applicants shall not be denied, nor shall they deny space on an existing Small Cellular Telecommunication Facility, unless available space, structural capacity, radio frequency interference, geographic service area requirements, mechanical or electrical incompatibilities, comparative costs of colocation versus

new construction and any Federal Communications Commission limitations on Small Cellular Telecommunication Facility sharing preclude co-location.

(2) The applicant shall provide a signed statement indicating that the applicant agrees to allow for the potential co-location of another antenna and/or Small Cellular Telecommunication Facilities to the extent possible until said Small Cellular Telecommunication Facility has reached full antenna capacity.

I. **Abandonment and demolition.** Any Small Cellular Telecommunication Facilities are deemed abandoned by operation of law if they are not used for telecommunication purposes for 12 consecutive months. Any Small Cellular Telecommunication Facilities deemed abandoned shall be demolished, along with all Small Cellular Telecommunication Facilities equipment buildings and other associated structures by the owner or agent of the owner within 180 days of abandonment. All costs associated with demolition of the Small Cellular Telecommunication Facility equipment buildings, and other associated structures shall be borne by property owner of record, lessor, lessee, and/or operator of the Small Cellular Telecommunication Facility.

3.5.35 Tattoo Studio

3.5.36 Telecommunications Tower

A. **Applicability.** This Subsection is intended to exercise, to the fullest extent permitted by law, the power of the Board of Trustees of Colerain Township to regulate telecommunications towers and related facilities, and accordingly, this Subsection shall also govern the removal of buildings or structures that are used in the provision of such service. Except in accordance with Ohio Revised Code Section 519.211, hereby incorporated by reference, no person shall locate, erect, construct, reconstruct, change, alter, or enlarge any telecommunications tower in any area zoned for residential use.

B. **Goals, guidelines, and objectives.**

(1) Existing telecommunications tower sites should be used to the fullest, even if this necessitates the reconstruction or the expansion of existing telecommunications towers.

(2) Telecommunications towers and other related facilities to be constructed in areas zoned for residential use shall not include lights except where warranted by clear and convincing evidence.

(3) Telecommunications towers and related facilities should be designed and constructed to minimize visual impact. Towers with a greater visual impact (e.g., taller, lighting required, larger ground spaced used, etc.) should be permitted only when the greater visual impact of the tower is mitigated by limiting the need for additional towers.

(4) Creative approaches to design, location, and camouflage are encouraged to minimize visual impact.

C. **Required notifications.** Any person who plans to construct a telecommunications tower in a residential zoning district shall provide both by certified mail written notices to the Board of Township Trustees and to each owner of property, as shown on the county auditor's current tax list, whose land is contiguous to or directly across a street or roadway from the property on which the tower is proposed to be constructed. The notice to the Board shall include verification that the person has complied with the notification requirements of this Subsection. The notice shall state all the following in clear and concise language:

(1) The person's intent to construct the tower;

(2) A description of the property sufficient to identify the proposed location; and

(3) The property owner has a maximum of 15 days after the date of the mailing to give written notice to the Board of Township Trustees requesting that the Board of Zoning Appeals review the telecommunications tower pursuant to the authority granted by Sections 519.02 to 519.25 of the Ohio Revised Code as they apply to the proposed location of the tower.

D. **Returned, unclaimed, or refused notifications.** If the notice to a property owner is returned unclaimed or refused, the person shall mail the notice by regular mail. The failure of delivery of the notice does not invalidate the notice.

E. **Responses to notification.**

(1) If the Board of Township Trustees receives notice from a property owner in response to paragraph C, above, of this Subsection within the time specified in that division or if a Board member makes an objection to the proposed location of the telecommunications tower within 15 days after the date of mailing of the notice sent under paragraph C, above, the Board shall request that the Township Fiscal Officer send the person proposing to construct the tower written notice that the tower is subject to the power conferred by and in accordance with Ohio Revised Code. The notice shall be sent no later than 5 days after the earlier of either the date the board first receives such a notice from a property owner or the date upon which a Board member makes an objection. Upon the date of mailing of the notice to the person, Sections 519.02 to 519.25 of the Revised Code shall apply to the tower.

(2) If the Board of Township Trustees receives no notice under paragraph C, above, of this Subsection within the time prescribed by that division, or no Board member has an objection as provided under paragraph C, above, within the time prescribed by that division, the tower shall be allowed as-of-right pursuant to the applicable sections of this Resolution.

F. **Review by Board of Zoning Appeals.** The Board of Zoning Appeals shall review the application for a telecommunications tower as a conditional use where such review is requested by a notified property owner or the Board of Township Trustees pursuant to Subsection 6.5.1 – Quasi-Judicial Review Procedures and Subsection 6.5.3 – Conditional Use. A preapplication conference may be held in accordance with the procedure identified in Subsection 6.4.1-B, except that the informal initial concepts meeting would be held with

the Board of Zoning Appeals instead of the Zoning Commission. The application shall include the following:

(1) A map showing the location of all of the applicant's and other providers' existing telecommunications towers and antennas within the Township and contiguous political subdivisions or within a 3-mile radius, whichever is greater;

(2) The general location(s) of the applicant's planned future telecommunications towers in the Township and contiguous political subdivisions; and

(3) For each location shown on the plans, there must be a schedule showing the type and size of the proposed telecommunications tower, the type of equipment located or proposed on each tower, the space available on the telecommunications tower for additional equipment, the ground network, if any, served by the telecommunications tower, and a site plan showing the parcel on which any existing telecommunications tower is located.

G. **Conditional use approval criteria.** The Board of Zoning Appeals shall approve a telecommunications tower as a conditional use if the Board of Zoning Appeals finds that the applicant has satisfied all of the following standards, in addition to the general standards for a conditional use as established in Subsection 6.5.3 – Conditional Use:

(1) Proof shall be provided by the applicant in a form satisfactory to the Board that the proposal has been approved by all agencies and governmental entities with jurisdiction, including but not limited to the Ohio Department of Transportation, the Federal Aviation Administration, the Federal Communication Commission, or the successors to their respective functions.

(2) The applicant shall demonstrate by clear and convincing evidence that its tower antennae cannot be located on any other communication tower or facility in the vicinity, and that all reasonable means have been undertaken to avoid any undue negative impact caused by the "clustering" of towers within an area. In the event of the construction of new facilities by the applicant, the applicant shall agree to the use of such facilities by other cellular communications companies, telephone, radio, television companies, etc. upon payment of reasonable fees for such use.

(3) An application shall be denied unless the applicant demonstrates that technically suitable and feasible sites are not available in a non-residential district and that the site is in the least restrictive district that includes a technically suitable and feasible site.

(4) The applicant shall demonstrate that the proposed tower is the least aesthetically intrusive facility for the neighborhood and function. All buildings and structures shall be architecturally compatible with the architecture of the adjacent buildings and structures.

(5) Pole, tower and/or structure placement shall be established on a lot meeting the minimum square footage requirements of the applicable zoning district and shall maintain a minimum setback of 100 feet from every lot line.

(6) For reasons of aesthetics and public safety, such facilities shall be effectively screened on each side which adjoins premises in any residence district. Screening shall consist of a solid masonry wall or solid fence, not less than 4 or more than 6 feet in height, or a tight screen or hardy evergreen shrubbery, or a natural or existing screening not less than 4 feet in height.

(7) The use of razor wire or barbed wire shall be prohibited.

(8) Screening walls and fences shall be located not less than 30 feet from each lot line.

(9) Spaces between any screening device and adjacent lot lines shall be buffered using landscape plant materials including grass, hardy shrubs, evergreen ground cover. All screening devices and landscape materials shall be maintained in good condition and in compliance with the standards of Section 4.3 – Landscaping and Buffering.

(10) The applicant (or its successors) shall, within 30 days of ceasing operation at the site of a telecommunication tower, give written notice of such ceasing of operation to the Zoning Commission. Facilities shall be removed from the site within 12 months of ceasing operations. Resale or renting of facilities is permissible only to other cellular communications systems subject to obtaining a Zoning Certificate from the Zoning Commission.

H. **Revocation of conditional use permit.** Any conditional use permit issued under this Subsection shall be revocable and may be revoked after notice and hearing if any continuing condition of the certificate has been violated and is not remedied within 30 days of written notice from the Zoning Commission.

I. **Expert review authorized.** If, in the opinion of the Board of Zoning Appeals and/or the Zoning Administrator, expert review of technical data submitted by an applicant for a telecommunications tower in an area zoned for residential use is needed for purposes of evaluation, the applicant shall reimburse Colerain Township for the actual cost of such review. One or more experts may be selected by the Zoning Administrator for such a review. Such experts may include, but are not limited to, engineering services and legal services.

J. **Micro antennas.** Micro antennas are permitted in all Districts. A micro antenna may be located as a matter of right on existing buildings, poles, or other existing support structures or on newly erected structures provided that the new structure has a significant purpose other than support of the micro antenna. Supporting equipment for a micro antenna shall be (a) hidden inside the support structure to which the antenna is attached; (b) hidden underground; or (c) enclosed in a structure that is otherwise permitted in the zone where the micro antenna is erected and is designed to blend in with the neighborhood where the micro antenna is erected.

3.5.37 Tobacco Retail

A. **Tobacco retail quantity restriction.** Only 1 Tobacco Retail establishment shall be allowed per every 10,000 residents in Colerain Township. This population base will be determined

based on recent, official population records available to the Township at the time of the determination, and without reference to the 10-year Census Bureau update.

3.5.38 Type-A Family Day Care Home

3.5.39 Type-B Family Day Care Home

3.5.40 Vendor Market

A. **Zoning certificate required.** A Zoning Certificate is required wherever two or more transient vendors are to be located on one parcel or business site.

B. **Transient vendor permit required.** All vendors must have a current Transient Vendor Permit from the Colerain Township Police Department. All vendors must also have all other licenses required to operate in the State of Ohio and Hamilton County for their specific product(s).

C. **Dimensional requirements.** The site plan of the use shall conform to the following:

(1) Vendor markets may be located indoors, outdoors, or a combination of indoors and outdoors.

(2) At no time shall any merchandise be displayed within 10 feet of the public right-of-way.

(3) The layout of the vendor booths shall be in accordance with Subsection 3.7.5 – Outdoor Display, Sales, and Storage regarding pedestrian and/or shopper access and safety.

(4) Temporary sanitary facilities, if used, shall be located at the rear of the property and a minimum of 20 feet setback from all property lines.

D. **Parking requirements.**

(1) All required parking shall be provided on site, or in accordance with Subsection 4.7.7 – Parking Requirements in Non-Residential Zones.

(2) The location of outdoor vendors shall not impede upon the necessary parking for the principal business(es) on the site, except as modified by application provisions within Section 4.7 – Parking, Loading, and Circulation.

(3) All vendor vehicles and trailers shall be parked on the site during market hours. Vendors shall not park on the surrounding streets or in any way restrict access to neighboring properties. No vendor or shopper shall park on any grassy area.

E. **Allowed merchandise.** Vendors may sell or take orders for the following:

(1) Locally grown fresh farm produce, including fruits, vegetables, field crops, herbs, nuts, berries, sprouts, and grains;

(2) Honey, maple syrup;

(3) Live, cut, or dried flowers or garden plants;

(4) Food products, including baked and canned goods, egg and meat products, dairy products, and prepared food or meals;

(5) Handcrafted items; and/or

(6) Home repair or remodeling work or products. Vendors may take orders for future work or delivery of such products only. Small-scale sample products may be displayed.

F. **Prohibited merchandise.** The following products shall not be offered for sale at a vendor market:

(1) Overripe, spoiled, or unusable products;

(2) Garage sale, rummage sale, antiques, or "flea market" items;

(3) Live animals;

(4) Motor vehicles;

(5) Construction equipment;

(6) Firearms;

(7) Fireworks; and/or any illegal product or merchandise.

G. **Beverages.** Soft drinks may be sold for consumption on site by shoppers and vendors. No alcoholic beverages shall be offered for consumption on site.

H. **Maintenance requirements.** The market area shall be kept clean of all litter, debris, and refuse. Receptacles shall be provided for shopper use during market hours and shall be removed from the market area and stored in accordance with Section 4.9 – Waste Receptacles. At no time, except for scheduled trash pickup, shall any waste receptacles be placed in the front setbacks.

3.6 INSTITUTIONAL USES

Table 3.1.4-A Comprehensive Use Permissions ● = Allowed By-Right ◑ = Conditionally Allowed – = Prohibited Use	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
3.6 - Institutional & Public Uses		**RER**	**SUR**	**MUR**	**NBM**	**AMN**	**AMC**	**AMS**	**LIT**	**GOR**	**SLF**
Active Park & Recreational Facility	3.6.1	◑	◑	◑	●	●	●	●	●	●	●
Cemetery	3.6.2	●	–	–	●	●	●	●	●	–	–
Educational Facility - Higher Learning	3.6.3	–	–	◑	◑	●	●	●	–	–	–
Educational Facility - Non-Higher Learning	3.6.4	◑	◑	◑	◑	●	●	●	–	–	–
Essential Service or Utility	3.6.5	●	●	●	●	●	●	●	●	–	–
Government & Public Use	3.6.6	●	●	●	●	●	●	●	●	●	●
Hospital	3.6.7	–	–	–	◑	●	●	●	–	–	–
Indoor Recreational Facility	3.6.8	–	–	–	◑	●	●	●	●	–	–
Nature Park & Conservation Area	3.6.9	●	●	●	●	●	●	●	●	●	●
Private Recreational Facility	3.6.10	◑	◑	◑	◑	●	●	●	●	–	–
Religious Place of Worship	3.6.11	◑	◑	◑	◑	●	●	●	●	–	–
Solid Waste Facility	3.6.12	–	–	–	–	–	–	–	–	–	●

3.6.1 Active Park & Recreational Facility

3.6.2 Cemetery

A. **Minimum lot area.** Cemeteries shall have a minimum lot area of 20 acres.

B. **Minimum setbacks.** All chapels, mausoleums, accessory structures, or other structures associated with cemeteries shall be located a minimum of 100 feet from all lot lines in or abutting a residential zoning district.

C. **Setbacks apply to gravestones and grave markers.** Gravestones or grave markers shall meet applicable setback requirements.

3.6.3 Educational Facility - Higher Learning

A. **Minimum setbacks.**

(1) All buildings, activity areas, and parking areas associated with educational facilities shall be set back a minimum of 50 feet from all lot lines when located within or adjacent to a residential zoning district.

(2) Parking areas that are not adjacent to a residential zoning district may be located no closer than 5 feet from side and/or rear lot lines.

B. **Buffer requirement.** Educational facilities shall meet the buffer requirements of uses within the Avenue Mixed Central (AMC) Zoning District, per Table 4.3.3-A - Required Buffer Yards by District.

3.6.4 Educational Facility - Non-Higher Learning

A. Minimum setbacks.

(1) All buildings, activity areas, and parking areas associated with educational facilities shall be set back a minimum of 50 feet from all lot lines when located within or adjacent to a residential zoning district.

(2) Parking areas that are not adjacent to a residential zoning district may be located no closer than 5 feet from side and/or rear lot lines.

B. Buffer requirement. Educational facilities shall meet the buffer requirements of uses within the Avenue Mixed Central (AMC) Zoning District, per Table 4.3.3-A - Required Buffer Yards by District.

3.6.5 Essential Service or Utility

3.6.6 Government & Public Use

3.6.7 Hospital

3.6.8 Indoor Recreation Facility

3.6.9 Nature Park & Conservation Area

3.6.10 Private Recreational Facility

3.6.11 Religious Place of Worship

A. Minimum setbacks.

(1) All buildings, activity areas, and parking areas shall be located a minimum of 50 feet from all lot lines when located within or adjacent to a residential zoning district.

(2) Parking areas that are not adjacent to a residential zoning district may be setback no closer than 5 feet from side and/or rear lot lines.

B. Buffer requirement. Religious places of worship shall meet the buffer requirements of uses within the Avenue Mixed Central (AMC) Zoning District, per Table 4.3.3-A - Required Buffer Yards by District.

3.6.12 Solid Waste Facility

3.7 ACCESSORY BUILDINGS, FEATURES, AND USES

Table 3.1.4-A Comprehensive Use Permissions Ⓐ = Allowed as Accessory Use Ⓣ = Allowed as Temporary Use – = Prohibited Use	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
3. 7 - Accessory Buildings, Features & Uses [(1)]		**RER**	**SUR**	**MUR**	**NBM**	**AMN**	**AMC**	**AMS**	**LIT**	**GOR**	**SLF**
Accessory Dwelling Unit	3.7.7	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	–	–
Accessory Off-Street Parking	3.7.8	–	–	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	–
Compost Piles or Bins	3.7.9	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Electric Vehicle Charging Stations	3.7.10	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Home Occupation	3.7.11	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	–	–
Private Kennel	3.7.12	Ⓐ	Ⓐ	Ⓐ	–	–	–	–	–	–	–
Radio Antenna - Noncommercial	3.7.13	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Roadside Stand	3.7.14	Ⓐ	–	–	–	–	–	–	–	–	–
Satellite Dish Antenna	3.7.15	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Solar Panels	3.7.16	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Small Wind Energy Conversion System	3.7.17	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ
Swimming Pool, Lake, or Bathhouse	3.7.18	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	–	Ⓐ	–
Wood Furnace - Outdoor	3.7.19	Ⓐ	Ⓐ	Ⓐ	–	–	–	–	–	–	–

(1) Includes all accessory buildings and features that are not separately identified with permissions within this table, subject to the provisions of Subsection 3.1.2– Interpretation of Uses, and Section 3.7 – Accessory Buildings, Features, and Uses.

3.7.1 Applicability

A. **Zoning certificate required.** Except where exempted in Subsection 6.3.2 – Zoning Certificate, accessory buildings and uses shall require an approved Zoning Certificate.

B. **Dimensional standards.** In addition to dimensional standards provided within this Subsection, accessory buildings, features, and uses shall be subject to any dimensional standards that apply to principal buildings and principal uses on the lot, except where the accessory building, feature, or use is explicitly exempted.

C. **Use-specific standards.** All accessory buildings, features, and uses shall be subject to the applicable use-specific standards provided in Article 3 of this Resolution.

D. **Interpretation of undefined accessory buildings and uses.** A proposed accessory building, feature, or use that is not defined within this Resolution shall be interpreted by the Zoning Administrator according to the provisions of Subsection 3.1.3 – Interpretation of Uses.

E. **Nonconforming accessory buildings and uses.** Nonconforming accessory buildings, features, and uses shall be subject to the provisions of Article 5 – Nonconformities.

3.7.2 General Provisions for Accessory Buildings, Features, and Uses

A. **Uses restricted.** Accessory buildings, features, and uses shall only be allowed on a lot if they are classified as being customarily associated with the established uses and/or buildings on the lot per the provisions of Subsection 3.1.3 – Interpretation of Uses.

B. **Locations restricted.** All accessory buildings, features, and uses:

(1) Shall be located within a rear yard, except where explicitly exempted from this standard;

(2) May be located within a side yard of corner lots;

(3) May be located in the front yard of a double frontage lot where such yard abuts the rear elevation of the principal building on the lot;

(4) Shall be located on the same lot as the associated principal use;

(5) Shall not be located in any open space area that is preserved by covenant including, but not limited to, open spaces in any Planned District or open space residential development; and

(6) Shall not block required parking.

C. **Exemptions from location restrictions.** The following exemptions from the location restrictions apply to specified accessory buildings, features, and uses:

(1) Detached garages may be located in a side yard provided they shall not protrude further into the front yard than the front building line of the principal building on the lot.

(2) Accessory buildings, features, and uses may be located in any yard where such building, feature, or use is set back at least 200 feet from a street right-of-way exclusive of panhandles.

D. **Size restricted.** Any individual accessory building, feature, and/or use:

(1) Shall not occupy more surface area of a given lot than the associated principal use;

(2) Shall not, in combination with others on the lot, collectively occupy more than 30% of the surface area of lot, except where specific accessory buildings and uses are explicitly exempted from counting towards this standard;

(3) Shall not be larger in floor area or taller in height than the principal building; and

(4) Shall be subordinate in purpose to the principal building or principal use.

3.7.3 Reclassification of Accessory Buildings to Principal Buildings

A. **Applicable dimensional standards.** If an accessory building is reclassified as a principal building or as part of a principal building, such building shall be required to comply with applicable dimensional standards of the zoning district. A Zoning Certificate shall not be approved if alterations would create a non-compliant principal building.

B. **Construction of enclosed, connecting addition.** An accessory building shall be reclassified as part of a principal building if the former accessory building is connected to

the principal building by a permanently enclosed porch, enclosed walkway, enclosed breezeway, or similar enclosed structure.

C. **Demolition of principal building.** An accessory building shall be reclassified as a principal building if the former principal building on a given lot is demolished and not rebuilt or destroyed and not repaired with such rebuilding or repairing activities commencing within 1 year from the date of demolition or destruction.

D. **Construction of addition.** A building or feature that is defined as accessory shall instead be considered an attached expansion of a principal building if the proposed building or feature is an integral part of the principal building. An integral part of a principal building includes any portions of the building that are contiguous or abutting and that are not separated by unimproved land, an open porch, an open walkway, an open breezeway, or other similar open structure.

3.7.4 Permissions for Accessory Buildings, Features, and Uses

A. **Comprehensive use table.** Accessory buildings, features, and uses shall be allowed as provided per Subsection 3.1.4 – Comprehensive Use Permissions.

B. **Swimming Pools.** For the purposes of this Resolution, outdoor swimming pools shall be considered accessory uses and shall be subject to the following regulations:

(1) All pools shall be located in the rear yard only.

(2) All pools shall be set back a minimum of 10’ from all lot lines. Pool setbacks are measured from the property line to the closest extent of water within the pool.

(3) No part of the pool, pool enclosures, deck, deck handrails, etc. may exceed 6’ in height above grade.

(4) Pools shall not be built over septic tanks or leach fields.

(5) All in-ground pools and above ground pools less than 24” tall shall have an enclosure surrounding the pools area, and the enclosure shall not extend less than 4 feet above the ground. All gates shall be self-closing and self-latching with the latches placed at least 4 feet above the ground.

(6) At least one means of egress shall be provided to the pool. Treads of steps and ladders shall have slip-resistant surfaces and handrails.

C. **Decks, Porches, & Concrete Pads.** For the purposes of this Resolution, decks, porches, and patios shall be subject to the following regulations:

(1) Concrete pads may be built to the property line, so long as all applicable impervious surface ratio requirements are met.

(2) Decks or porches in rear yards that are not attached to a primary or accessory structure, whether covered or uncovered, shall be considered accessory structures and shall meet the applicable accessory structure requirements of this Resolution.

(3) Decks or porches in side or rear yards that are uncovered and attached to a primary or accessory structure shall be considered accessory structures and shall meet the applicable accessory structure requirements of this Resolution.

(4) Decks or porches in side or rear yards that are covered and attached to a primary or accessory structure shall be considered additions and shall meet the applicable site development standards of this Resolution.

(5) Decks or porches that are built on the front of a primary structure shall not protrude further than ten feet into the front yard of the property and shall meet the applicable site development standards of this Resolution.

D. **Carports.** For the purposes of this Resolution, carports shall be subject to the following regulations:

(1) Carports which are permanently affixed to the principal structure shall be located in the rear or side yards, but outside of the required rear or required side yards.

(2) Carports which are not permanently affixed to the principal structure shall be located in the rear yard only.

(3) Carports must be constructed of a rigid material.

(4) Carports attached to the existing principal structure must be architecturally compatible with said principal structure.

(5) Carports shall be prohibited in commercial districts or upon commercially used lots in residential districts.

E. **By-right uses as accessory uses.** Uses that are allowed by-right per the provisions of Table 3.1.4-A: Comprehensive Use Permissions may also be allowed as accessory uses on a given lot if the Zoning Administrator determines such use is customarily associated with the principal use per Subsection 3.1.3 – Interpretation of Uses.

F. **Exempted uses as accessory uses.** Uses that are exempt from requiring a zoning certificate per Subsection 6.3.2 – Zoning Certificate may also be allowed as accessory uses on a given lot if the Zoning Administrator determines such use is customarily associated with the principal use per Subsection 3.1.3 – Interpretation of Uses.

G. **Conditional uses as accessory uses.** Uses that are identified as being conditionally allowed per Table 3.1.4-A: Comprehensive Use Permissions within a given zoning district shall only be permitted as an accessory building, feature, or use if:

(1) The Zoning Administrator determines such use is customarily associated with the principal use per Subsection 3.1.3 – Interpretation of Uses; and

(2) The use receives approval of a conditional use permit per the provisions this Resolution.

H. **Prohibited accessory buildings and uses.** Uses that are prohibited per Table 3.1.4-A: Comprehensive Use Permissions within a given zoning district shall not be allowed as accessory buildings, features, or uses. Additionally, Quonset huts, steel arch buildings, inflatable garages, and portable garages, temporary garages, portable carports, temporary

carports, portable containers, converted storage or shipping containers, and converted semi tractor trailers (with or without wheels) are prohibited in all residential and commercial districts. All carports shall be prohibited in commercial districts.

3.7.5 Permissions for Outdoor Sales & Storage

A. **Purpose and intent.** The purpose of this Subsection is to ensure the orderly use of land for outdoor displays, sales, and storage to minimize impacts on surrounding property owners and uses.

B. **Applicability.** The provisions of this Subsection apply to all lots that incorporate outdoor displays, sales, and storage, except for the following lots or uses on a lot:

(1) Automotive sales or rental;

(2) Greenhouses;

(3) Outdoor displays, sales, and storage areas approved as part of a site plan or final development plan prior to the effective date of this Resolution;

(4) Roadside stands that meet the provisions of this Resolution and that are accessory to agricultural uses permitted pursuant to Section 519.21 of the Ohio Revised Code;

(5) Similar uses as determined by the Board of Zoning Appeals.

C. **Prohibited locations.** Outdoor display, sales, and storage shall be prohibited in the following locations:

(1) Any required setback, parking and circulation area, right-of-way, or required landscaping or buffer area;

(2) Lots where the primary use is a one-unit dwelling;

(3) Lots where the primary use is a two-unit dwelling;

(4) Lots that do not have an operating commercial primary use; and

(5) Vacant lots, unless approved in advance by the Zoning Commission.

D. **Prohibited locations for outdoor storage.** Outdoor storage shall be prohibited in front yards.

E. **Zoning certificate standards.** All outdoor sales, display, and storage areas shall require a Zoning Certificate. An application for a Zoning Certificate shall include a site plan indicating the location and extent of the proposed outdoor sales, display, and/or storage areas.

F. **Design, location, and operation standards.** The following standards apply to the design, location, and operation of all outdoor sales, display, and storage areas:

(1) Outdoor sales, display, and storage areas shall be limited to 5% of the gross floor area of the principal structure, up to a maximum area of 2,500 square feet;

(2) Only those goods and materials associated with the existing on-site use may be displayed, sold, or stored in an outdoor display, sales, or storage area;

(3) Outdoor displays or sales of bulk or large products that exceed 20 pounds, including but not limited to mulch (bag or bulk), concrete, salt, or other similar products that cannot be easily carried into a store for purchase shall be treated as outdoor storage;

(4) Outdoor storage of any goods or materials shall not exceed 6 feet in height;

(5) Outdoor storage shall be screened from view of the public right-of-way by a 6-foot-tall fence;

(6) Outdoor sales, display, and storage areas shall provide a minimum pathway that allows for the flow of pedestrian traffic outside of designated vehicular traffic drives. Such pathways shall have a minimum clearance width of 5 feet, or the width required to meet the minimum standards of the Americans with Disabilities Act, Hamilton County Building Department, whichever is greater;

(7) Outdoor sales, display, and storage areas shall be prohibited if they will create any safety hazards for pedestrians; and

(8) All outdoor sales, display, and storage areas shall be maintained free of garbage and other debris.

G. **Outdoor cafés and food service areas.** Outdoor cafés and outdoor food service areas, a subset of outdoor displays or sales, shall meet the following standards:

(1) Outdoor cafés and outdoor food service areas may be located along a sidewalk or between a building and a parking area;

(2) Outdoor cafés and outdoor food service areas wider than 4 feet shall be surrounded by railings that separate the eating area from sidewalk or vehicular traffic;

(3) Umbrellas that shelter diners from the elements shall be secured so as not to create a hazard in windy conditions; and

(4) Enclosing outdoor cafes or food service areas either by a permanent roof or to expand the existing structure shall meet all the requirements of a building within the applicable zoning district and shall require the issuance of a Zoning Certificate.

(5) Screening standards. Fencing and screening associated with outdoor sales, display, and storage areas shall meet the following standards:

(i) Where screening or security fencing is provided or required, decorative cast iron, aluminum, wood, or materials used in the principal building shall be used for the fencing.

(ii) Chain link fencing, barbed wire fencing, and other wire mesh fencing shall be permitted only where the fencing is not visible from any public right-of-way.

(iii) Screening of outdoor storage shall not be required if the outdoor storage area is located out of view from any public right-of-way.

3.7.6 Bed & Breakfast Establishments, Short-Term Rentals, & Transient Vacation Rentals

3.7.7 Accessory Dwelling Unit

A. **Allowed location and number of accessory dwelling units.** Up to one accessory dwelling unit shall be allowed per lot in residential zoning districts or in commercial zoning districts.

B. **Prohibited locations.** Accessory dwelling units are prohibited in the following zoning districts:

(1) Light Intensity Industry (LIT);

(2) Greenspace, Open Space, Recreation (GOR); and,

(3) Sanitary Landfill (SLF).

C. **Residential zoning districts.** Accessory dwelling units within residential zoning districts:

(1) May be created through new construction, conversion of an existing structure, addition to an existing structure, or conversion of a qualifying existing house to a garden cottage while simultaneously constructing a new primary dwelling on the site; and,

(2) Are exempt from the residential density standards of this Zoning Resolution; and,

(3) Shall not have a separate address from the principal dwelling unit on the lot.

D. **Commercial zoning districts.** Accessory dwelling units within commercial zoning districts:

(1) Shall be located on the same lot as the principal use; and

(2) May be located in a separate building from the principal building.

3.7.8 Accessory Off-Street Parking

3.7.9 Compost Piles or Bins

A. **Rear yard only.** Compost piles or bins shall be located in a rear yard.

B. **Minimum setbacks.**

(1) Compost piles or bins shall provide a minimum setback of 5 feet from all lot lines.

(2) Compost piles or bins shall provide a minimum setback of 20 feet from all dwellings on the given lot and/or abutting lots.

C. **Maximum area.** On a given lot, compost piles or bins shall not collectively be larger than 24 square feet.

D. **Maximum height.** Compost piles or bins shall not exceed 6 feet in height.

3.7.10 Electric Vehicle Charging Stations

A. **Applicability.** Any off-street parking space may be equipped with an electric vehicle charging station.

B. **Impact.** The presence of an electric vehicle charging station does not impact the principal use of a lot, and

C. **Use determination.** An electric vehicle charging station shall be considered an accessory use of a parking lot, a parking structure, or a side yard or rear yard parking pad.

3.7.11 Home Occupation

A. **Purpose and intent.** The permissions and restrictions provided herein for home occupations are intended to secure flexibility in support of nonresidential activities that are very limited in scale, scope, and intensity. These permissions and restrictions shall not be construed to allow deviations from the essential residential character of residential zoning districts in terms of use and appearance.

B. **Residency requirement.** Home occupations shall only be allowed on the same property as the operators' dwelling that serves as their primary residence.

C. **Subordination required.** Home occupations shall be clearly incidental and subordinate to the use of the lot for residential purposes by its occupants. Except for Type-B Family Day Care Homes, home occupations shall not occupy more than 20% of the gross floor area of the associated dwelling.

D. **Exterior alterations limited.** Except for permissions explicitly granted within this Subsection, there shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation.

E. **Employment limited.** Home occupations shall not employ any person on the premises other than occupants of the dwelling.

F. **Performance restrictions.** Home occupations shall not utilize mechanical, electrical, or other equipment which produces noise, produces electrical or magnetic interference, or causes fluctuation in line voltage, vibration, heat, glare, or other nuisances outside of the dwelling unit in which the home occupation is located.

G. **Traffic generation restrictions.** Home occupations shall not generate pedestrian or vehicular traffic beyond that which is reasonable or normal to the zoning district in which it is located.

H. **Parking restrictions.** Off-street parking shall not be expanded to accommodate home occupations. Home occupations shall not create additional burdens to vehicular parking in the nearby vicinity. Parking associated with home occupations shall meet the applicable standards of this Resolution.

I. **Exterior displays prohibited.** No commodity or stock in trade shall be sold, displayed, or stored outside or inside the premises.

J. **Visits from carrier vehicles limited.** Home occupations shall not require an excessive use of common carrier vehicles for delivery of materials to or from the premises above a level that is reasonable or normal to the district in which it is located.

K. **Separate entrance prohibited.** The dwellings in which home occupations are operated shall not be altered to have a separate exterior entrance between the dwelling unit and the home occupation.

L. **Use of accessory buildings prohibited.** No accessory building or space outside of the principal building shall be used in conjunction with home occupations.

M. **Prohibited types of home occupations.** The following types of home occupations shall be prohibited:

(1) Home occupations where the dwelling serves as a gathering point for employees who are engaged in business that takes place outside of the property that contains the home occupation. Such home occupations include, but are not limited to, landscaping business offices, construction offices, or trucking businesses where drivers or employees gather at the dwelling before being dispatched from the home for the purposes of the home occupation;

(2) Home occupations that require fire safety inspections, precautions, or permits, or that required other regulatory inspections or permits beyond those required by this Resolution;

(3) Home occupations that require the use of mechanical ventilation systems to exhaust the by-products of the home occupation; and

(4) Home occupations that involve the use of controlled substances.

3.7.12 Private Kennel

A. **Yard requirement.** Exterior enclosures of private kennels for household pets shall be located in the rear yard.

B. **Minimum setback.** Exterior enclosures of private kennels for household pets shall provide a minimum setback of 20 feet from all lot lines.

3.7.13 Radio Antenna - Non-Commercial

A. **Maximum height.** The maximum allowed height of amateur radio antennas shall not be less than 60 feet. The height of amateur radio antennas shall not exceed the lesser of:

(1) feet; or

(2) The total width or total depth of the property, as measured in the shortest distance between opposing lot lines wherein the amateur radio antenna is proposed.

B. **Minimum setbacks.** The following standards apply to setbacks:

(1) Amateur radio antennas that are 45 feet or less in height shall provide a minimum setback of 10 feet from all lot lines.

(2) Amateur radio antennas that are taller than 45 feet in height shall provide a minimum setback of 10 feet plus an additional foot for every 3 feet of antenna height above 45 feet (e.g., a 46-foot-tall antenna shall provide an 11-foot setback; a 49-foot-tall antenna shall provide a 12-foot setback).

3.7.14 Roadside Stand

A. **Operation limits.** A use shall only qualify as a roadside stand if 50% or more of the gross income received from the stand is derived from produce raised on farms owned or operated by the market operator in a normal crop year.

B. **Maximum size.** The structure from which a roadside stand operates shall not exceed 800 square feet in area.

C. **Required setbacks.** The structure and any parking associated with a roadside stand shall be set back at least 60 feet from all lot lines.

3.7.15 Satellite Dish Antenna

A. **Exemption from zoning certificate.** The following categories of satellite dish antennas shall be exempt from all zoning requirements, shall not count against maximum lot coverage of accessory buildings, and shall not require a Zoning Certificate:

(1) Satellite dish antennas within a nonresidential zoning district that are 2 meters (78.74 inches) or less in diameter; or

(2) Satellite dish antennas within a residential zoning district that are 1 meter (39.37 inches) or less in diameter.

B. **Applicability.** Satellite dish antennas that are not exempt from all zoning requirements shall meet the applicable provisions of this Subsection. Ground-mounted satellite dish antennas that are not exempt shall count against maximum lot coverage of accessory buildings.

C. **Zoning certificate application requirements.** In addition to other information required in Subsection 6.3.2 – Zoning Certificate, a zoning certificate application for a satellite dish antenna shall require the following information:

(1) Proposed height, diameter, location, and setbacks of the satellite dish antenna; and

(2) Proposed foundation details, landscaping, and screening associated with a ground-mounted satellite dish antenna.

D. **Location standards.** The following standards apply to the locations of satellite dish antennas:

(1) Wall- or roof-mounted satellite dish antennas shall be prohibited on the front elevation of the principal building.

(2) In residential zoning districts, ground-mounted satellite dish antennas shall only be located in the rear yard.

(3) In nonresidential zoning districts, ground-mounted satellite dish antennas may be located in either the rear yard or a side yard.

E. **Setback standards.** The following standards apply to the setbacks of satellite dish antennas:

(1) Wall- or roof-mounted satellite dish antennas shall not project into any required front, side, or rear setback.

(2) Ground-mounted satellite dish antennas shall provide a minimum setback of 15 feet from side and rear lot lines.

F. **Screening standards.** Ground-mounted antennas shall be screened from view by use of landscaping, berms, and similar measures, subject to approval by the Zoning Administrator.

G. **Maximum diameter.** The following standards apply to the sizes of satellite dish antennas:

(1) In residential zoning districts, satellite dish antennas shall not exceed 2 meters (78.74 inches) in diameter.

(2) In nonresidential zoning districts, satellite dish antennas shall not exceed 3 meters (118.11 inches) in diameter.

H. **Maximum height.** The following standards apply to the heights of satellite dish antennas:

(1) In residential zoning districts, ground-mounted satellite dish antennas shall not exceed 12 feet in height above grade level.

(2) In nonresidential zoning districts, ground-mounted satellite dish antennas shall not exceed 15 feet in height above grade level.

I. **Number of satellite dish antennas limited.** Up to 1 satellite dish antenna shall be allowed for each principal building on a given lot.

3.7.16 Solar Panels

A. **Visibility.** Solar energy equipment shall be located in the least visibly obtrusive location where panels would be functional.

B. **Removal of nonfunctioning equipment.** Nonfunctioning solar energy equipment shall be disassembled and stored within an enclosed building or otherwise removed within 3 months of the equipment becoming nonfunctional.

C. **Roof-mounted solar panels.** Roof-mounted solar panels shall be subject to the following standards:

(1) Solar panels that simulate asphalt shingles, clay tiles, or similar roofing material present on the associated building are encouraged.

(2) Solar panels shall be installed in a manner that matches the plane of the underlying roof (i.e., flush mounted) or in a manner that is camouflaged by the roof design (e.g., utilizing capping or framing compatible with the color of the roof or structure).

(3) Solar panels shall not extend above the ridgeline of the roof.

(4) All exterior electrical lines shall be in conduit.

(5) All exposed electrical lines and plumbing lines shall be painted or finished in a color scheme that closely matches the color of underlying materials (e.g., conduit on walls shall be painted or finished in the same color as the wall; conduit on roofs shall be painted or finished in the same color as the roof).

D. **Ground-mounted solar panels.** Ground-mounted solar panels shall be subject to the following standards:

(1) Solar panel arrays shall collectively not exceed the footprint area of the associated principal structure.

(2) Solar panels shall not exceed 15 feet in height.

(3) All exterior electrical lines shall be in conduit.

(4) All associated plumbing lines shall be buried underground.

3.7.17 Small Wind Energy Conversion System

A. **Capacity limit.** Small wind energy conversion systems (SWECS) less than 5 megawatts in capacity shall be allowed subject to the provisions herein. Wind power systems that are 5 megawatts in capacity or greater are regulated by the Ohio Public Utilities Commission (PUCO).

B. **Types of wind energy systems.** Allowable SWECS shall include Horizontal Axis Wind Turbines (HAWTs), Vertical Axis Wind Turbines (VAWTs), and Blade Tip Power System Turbines (BTPs). All SWECS shall be subject to the provisions of Table 3.4.37-A: SWECS Dimensional Standards.

Standard	HAWTs	VAWTs	BTPs
Lot Size (min.)	5 acres	5 acres	10,500 square feet
Tower Height (max.)	*Lots 6 acres or less*: 150 feet *Lots over 6 acres*: Regulated by FAA	*Lots 6 acres or less*: 150 feet *Lots over 6 acres*: Regulated by FAA	*Ground-mounted*: 48 feet *Roof-mounted*: 15 feet above the roofline
Standard	**HAWTs**	**VAWTs**	**BTPs**
Turbine Clearance Above Grade Level (min.) [1]	20 feet	20 feet	*Ground-mounted*: 20 feet *Roof-mounted*: N/A
Rotor/Turbine Dimensional Requirements	*Rotor diameter (max.)*: 43 feet	*Rotor height (max.)*: 20 feet less than tower height	*Rotor diameter (max.)*: 6 feet *Turbine diameter (max.)*: 12 feet

Rotor/Tower Setbacks (min.)	*Tower*: Greater of (A) 200 feet; or (B) height of the tower (2)	*Tower*: Greater of (A) 200 feet; or (B) height of the tower (2)	*All equipment*: Greater of (A) 10 feet; or (B) the minimum side setback of the applicable zoning district

Table Notes:

(1) This standard applies to all portions of a turbine including rotor blades. This standard does not apply to generators of VAWTs that are located on the ground at the base of the system.

(2) No part of HAWTs or VAWTs may extend closer than 25 feet to a property line, including but not limited to guy wire anchors and ground-mounted conversion equipment.

C. **Limitations on sound.** SWECS shall generally not exceed 55 dbA measured 5 feet above grade level at the nearest property line. This level may be exceeded during short-term events such as utility outages and/or severe windstorms with sustained winds of 58 miles per hour or 50 knots.

D. **Automatic over-speed controls.** SWECS shall be equipped with manual (electronic or mechanical) and automatic over-speed controls to limit the blade rotation speed to within the design limits of the SWECS.

E. **Utility notification.** No SWECS shall be installed until evidence has been provided as part of a Zoning Certification application that the electrical utility company has been informed of, and has approved, the applicant's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

F. **Tower color and advertising.** Tower colors shall be white, off-white, gray, or neutral subdued tones including earth tones of green or brown. Towers shall not be finished in bright or vivid colors, nor shall the tower be used for advertising of any kind.

G. **Multiple towers.** Multiple SWECS are allowed on any site, provided all minimum standards are met and the total wattage is less than 5 megawatts.

H. **Illumination.** SWECS shall not be artificially illuminated, except as required by the FAA.

I. **Climb prevention.** SWECS shall not be climbable between grade level and 15 feet above grade level.

J. **Compliance with other regulations.** The applicant shall be responsible for acquiring all necessary approvals from other applicable agencies, including but not limited to the FAA.

K. **Condition requirements.** SWECS shall be maintained in working order, structurally sound, and with any surface treatments intact.

L. **Abandoned facilities.** Any SWECS that are not operated on a functional basis for a period of 6 consecutive months shall be deemed abandoned. The Zoning Administrator may order the repair or removal of said SWECS in accordance with these provisions. The property owner shall repair or remove the same within 60 days of receipt of notification by certified mail. If said facility is not either operational or removed after 60 days, the Township may remove the SWECS at the owner's expense.

M. **Meteorological tower.**

(1) A meteorological tower may be installed for a time period up to six months to measure winds prior to the construction of SWECS.

(2) If desired, a request to install a meteorological tower must be included in the application to install SWECS.

3.7.18 Swimming Pool, Lake, or Bathhouse

3.7.19 Wood Furnace - Outdoor

A. **Construction and maintenance requirements.** Wood furnaces shall be constructed, established, installed, operated, and maintained in conformance with the manufacturer's instructions and the requirements of all applicable agencies, including but not limited to Ohio EPA regulations regarding emissions and equipment labeling.

B. **Fuel requirements.** Fuel burned in any new or existing wood furnace shall be only natural untreated wood, wood pellets, corn products, or other listed fuels specifically permitted by the manufacturer's instructions such a fuel oil, natural gas, or propane backup, except where such list conflicts with the list of prohibited fuels within this Subsection.

C. **Prohibited fuels.** The following materials are prohibited from being from being burned as fuel or otherwise used in new or existing wood furnaces:

(1) Wood that has been painted, varnished, or coated with similar material, and/or has been pressure treated with preservatives, and/or contains resins or glues as in plywood or other composite wood products.

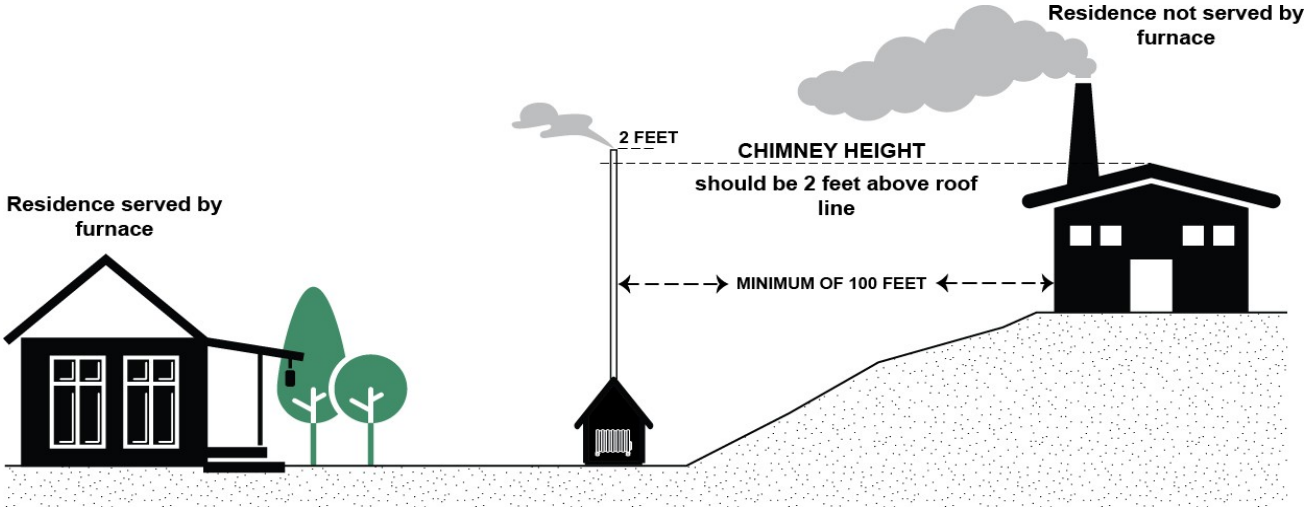
(2) Rubbish or garbage including but not limited to food wastes, food packaging, and food wraps.

(3) Any plastic materials including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, synthetic fabrics, plastic films, and plastic containers.

(4) Rubber including tires or other synthetic rubber-like products.

(5) Newspaper, cardboard, or any paper with ink or dye products.

(6) Any other items not specifically allowed by the manufacturer or the provisions of this Subsection.



D. Required setbacks.

(1) Wood furnaces shall be located a minimum of 25 feet from all lot lines.

(2) Wood furnaces shall be located a minimum of 100 feet from any dwelling that is not served by the wood furnace.

E. Chimney height standards. Maximum height limitation standards within this Resolution may be modified per the following:

(1) A chimney associated with a wood furnace shall extend to a height that is the greater of (A) 20 feet above grade level, or (B) 2 feet above the highest roofline of any dwelling within 300 feet of the wood furnace, as shown in Figure 3.4.43-A: Wood Furnace Standards.

(2) The owner of a wood furnace shall be required to further extend the height of the chimney associated with the wood furnace if new construction of a dwelling establishes a higher roofline within 300 feet of the wood furnace. Such extension shall be required to be complete within 30 days after construction of the dwelling is complete..

F. Enclosing structure required. All wood furnaces shall include an integral enclosing structure or shall be enclosed by a structure and shall not have open flames.

3.8 TEMPORARY BUILDINGS & USES

Table 3.1.4-A Comprehensive Use Permissions Ⓐ = Allowed as Accessory Use Ⓣ = Allowed as Temporary Use – = Prohibited Use	Use-Specific Standards Subsection	Rural Estate Residential	Single Unit Residential	Multi-Unit Residential	Neighborhood Mixed	Avenue Mixed North	Avenue Mixed Central	Avenue Mixed South	Light Intensity Industry	Greenspace, Open Space & Recreation	Sanitary Landfill
3. 8 - Temporary Buildings & Uses		**RER**	**SUR**	**MUR**	**NBM**	**AMN**	**AMC**	**AMS**	**LIT**	**GOR**	**SLF**
One-Time Special Events	3.8.5	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	–
Charitable Donation Container	3.8.6	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	–
Temporary Entertainment Building	3.8.7	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	Ⓣ	–
Temporary Incidental Construction Building	3.8.8	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ
Temporary Storage Container	3.8.9	–	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ
Temporary Tent for Outdoor Displays or Sales	3.8.10	–	–	–	Ⓣ	Ⓣ	Ⓣ	Ⓣ	Ⓣ	–	–

3.8.1 Applicability

A. **Zoning Certificate Required.** Except as provided in Subsection 6.3.2 – Zoning Certificate, all temporary buildings, structures, and uses shall require an approved Zoning Certificate.

B. **Use-Specific Provisions.** Certain temporary uses may be subject to additional standards elsewhere in this Resolution. Where a conflict exists between the provisions of this Section and any other section of the Zoning Resolution, the more restrictive standard shall apply.

3.8.2 General Time Limits

A. **Standard Limitations.** Unless otherwise provided by this Section, a temporary building, structure, or use shall be allowed on a given lot for no more than 30 consecutive calendar days.

B. **Duration by Use Type.** The following temporary activities shall be allowed according to the limits below:

(1) Construction-Related Structures. Temporary offices, trailers, or storage incidental to permitted construction may remain for the duration of construction and must be removed within 14 days of project completion or abandonment.

(2) Temporary Sales Tents. Temporary tents used solely for seasonal sales or outdoor displays outside of a One-Time Special Event may be allowed for up to 14 consecutive days once every 90 calendar days.

(3) Temporary Storage or Refuse Containers. Portable containers or dumpsters over 32 gallons and used outside of a One-Time Special Event shall be allowed for up to 14 consecutive days every 90 calendar days.

3.8.3 Authorization of Temporary Uses

A. **Comprehensive Use Table Reference.** All temporary uses shall be reviewed in relation to Table 3.1.4-A: Comprehensive Use Permissions.

B. **Temporary Use of Permitted Uses.** Uses permitted by right may be allowed temporarily if:

(1) The Zoning Administrator determines the use is customarily associated with the principal use; and

(2) The use receives a Zoning Certificate.

C. **Exempted Uses.** Uses exempted from requiring a Zoning Certificate may still be subject to inspection and enforcement if established as a temporary use.

D. **Temporary Conditional Uses. Uses** designated as conditional in Table 3.1.4-A shall only be permitted temporarily if:

(1) They are customarily associated with the principal use; and

(2) A Conditional Use Permit is approved by the Board of Zoning Appeals.

E. **Prohibited Uses.** Uses prohibited within a zoning district shall not be authorized as a temporary use.

3.8.4 Temporary Structures and Site Requirements

A. **Site Plan Required.** A site plan shall be submitted for all temporary structures or uses, identifying:

(1) Location of all temporary uses and/or elements;

(2) Parking and access routes;

(3) Clearance from fire lanes, hydrants, circulation, sidewalks, and utilities.

B. **Safety Standards.** All temporary structures shall comply with fire code, building code, and health department regulations. Electrical connections and sanitation facilities shall be installed per applicable code.

C. **Removal and Restoration.** All temporary structures, signs, equipment, and refuse shall be removed, and the site restored to its original condition within 48 hours of permit expiration unless otherwise approved by the Zoning Administrator.

3.8.5 One-Time Special Events (OTSE)

A. **Purpose.** One-Time Special Events provide a streamlined temporary use permit for short-term events involving multiple temporary structures or activities such as food trucks, tents, signage, restrooms, dumpsters, or live entertainment.

B. **Permit Requirements.**

(1) A Zoning Certificate shall be required and shall serve as consolidated approval for all temporary structures and signs included in the event.

(2) The event shall not exceed 7 consecutive calendar days, including setup and takedown, unless an extension is granted by the Zoning Administrator.

(3) A site plan.

(4) Upon application, applicants shall provide evidence of property owner consent and health/fire department approvals if applicable.

C. **Included Elements.** The OTSE permit shall cover the following, without separate daily fees or separate permits:

(1) Food trucks and temporary food service

(2) Portable sanitation and waste containers

(3) Temporary stages, tents, and similar installations

(4) Temporary signs, when permitted as part of an approved One-Time Special Event, shall be exempt from the requirements of Table 4.8.3-L. Instead, such signs shall be permitted subject to the following standards:

(i) The total sign area shall not exceed 25 square feet per acre of event space.

(ii) All signage shall be located outside of the public right-of-way.

(iii) All signage must be identified and dimensioned on the required site plan submitted with the OTSE application.

(5) A property may receive no more than forty-two total days of OTSE permits per calendar year unless otherwise approved by the Board of Zoning Appeals.

(6) OTSE permits shall not be used to avoid requirements for permanent site improvements or repeated use authorizations.

(7) Activities not part of an approved OTSE shall be subject to all standard temporary structure limits and the Colerain Township Zoning Fee Schedule.

D. **Fees and Enforcement.**

(1) OTSE permits shall be subject to a flat fee as adopted by the Board of Trustees.

(2) Failure to remove temporary installations or comply with approved site plans may result in fines, revocation, or denial of future permits.

3.8.6 Charitable Donation Container

A. **Regulated as temporary use.** Charitable donation containers shall be regulated as a temporary use and shall be subject to the Temporary Buildings and Uses provisions of this Article, in addition to other applicable provisions of this Resolution.

B. **Allowed districts.** Charitable donation containers may be allowed in any non-residential zoning districts. Charitable donation containers may be allowed in any residential zoning district on lots that have an approved conditional use permit for a religious places of worship use.

C. **Zoning certificate standards.** The following standards apply to the issuance of a Zoning Certificate for charitable donation containers:

(1) A Zoning Certificate for a charitable donation container shall be valid from the date of issuance through December 31st of the same year unless a shorter timeframe is specified in the approved Zoning Certificate.

(2) A Zoning Certificate may be renewed for re-issuance the following year. Prior to the expiration of a Zoning Certificate, any owner or operator who intends to continue to maintain a charitable donation container shall obtain a valid Zoning Certificate for the

next 12-month period to start on January 1st. A grace period of 30 calendar days from the expiration date of a Zoning Certificate for a charitable donation container may be granted by the Zoning Administrator.

(3) The Zoning Administrator shall not issue a Zoning Certificate to any owner, operator, or applicant of a charitable donation container, or to a property owner for a charitable donation container, which does not operate and maintain a tax-exempt organization under Title 26 of U.S.C. §501(c)(3).

(4) Fees for the renewal of a Zoning Certificate for a charitable donation container may be waived if the Zoning Administrator determines there have been no violations of this Resolution upon the property.

D. **Setbacks required.** Charitable donation containers shall be subject to all applicable setback requirements of the zoning district within which it is located.

E. **Quantity restricted.** Generally, no more than 2 charitable donation containers shall be permitted at one time on a given lot, combined lot, development site, complex, or planned district. If the lot, combined lots, development site, complex, or planned district site exceeds 10 acres in size, then an additional charitable donation container may be added per each additional 5 acres of lot size, up to a total maximum of 4 charitable donation containers. At no point shall more than 4 charitable donation containers be located upon any lot, combined lot, development site, complex, or planned district.

F. **Dimensional standards.** A charitable donation container shall not exceed 78 inches in height – as measured from grade level, 60 inches in width, or 60 inches in depth.

G. **Required labeling.** Charitable donation containers shall have the following information affixed to the exterior of the container in a conspicuous and easily readable location. The following information shall be maintained in a legible fashion and shall remain updated in the event such information changes:

(1) The name, address, and contact telephone number of the organization or company accepting donated items;

(2) The name, address, and contact telephone number of the company or organization operating, servicing, or maintaining the charitable donation container;

(3) The name, address, and contact telephone number of the property owner, or registered agent of the property owner, granting permission to the placement of the charitable donation container upon their property, if different from above; and

(4) The current zoning certificate number issued by Colerain Township Planning and Zoning.

H. **Signage standards.** Any signage, displays, images, or graphics on a charitable donation container shall maintain compliance with Section 4.8 – Signage.

I. **Vacant lots and buildings prohibited.** Charitable donation containers shall not be permitted on a vacant lot, on a lot that contains a vacant primary building, or on a lot that contains a primary building of which a majority of the building is vacant.

J. **Exterior collection prohibited.** The collection, accumulation, or storage of other materials, including but not limited to appliances, mattresses, or furniture, which is not contained completely within the charitable donation container is prohibited.

K. **Regular maintenance required.** Charitable donation containers shall be emptied regularly and within 48 hours of notice by Colerain Township Planning and Zoning, Code Enforcement, or Public Services to the primary contact affixed on the container. Failure to comply with any such notification from Colerain Township shall constitute a violation and shall be grounds for immediate revocation of the Zoning Certificate and required removal of the charitable donation container or other remedies specified in Section 6.6 – Enforcement, Penalties, and Remedies.

L. **Cause for revocation of approval.** In addition to other provisions specified above, if any owner, operator, or applicant of a charitable donation container, or a property owner for a charitable donation container is found to be in violation of any provision of this Resolution 2 3 or more times within a 12-month period, Colerain Township Planning and Zoning may revoke the Zoning Certificate for the charitable donation container.

M. **Property owner responsibility.** The property owner(s) of the lot upon which a charitable donation container is approved for placement shall be responsible for complying with the above conditions. In the event of violations, such parties will be responsible for the required penalties provided in Section 6.6 – Enforcement, Penalties, and Remedies.

3.8.7 Temporary Entertainment Building

3.8.8 Temporary Incidental Construction Building

3.8.9 Temporary Storage Container

3.8.10 Temporary Tent for Outdoor Displays or Sales

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

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

Resolution Declaring Nuisance and Ordering Abatement

Recommend ADOPTION of the Resolution.

Rationale:

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

3236 Cliffside Dr	510-0102-0290-00
3374 Dolomar Dr	510-0083-0105-00

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.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the ____ day of _____, 202_, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

Address	**Book-Page-Parcel No.**
3236 Cliffside Dr	510-0102-0290-00
3374 Dolomar Dr	510-0083-0105-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills.

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

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;

2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

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 an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

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. That this Resolution shall be effective at the earliest date 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_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Colerain Township 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 _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

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

Resolution Declaring a Junk Motor Vehicle - 2272 Miles Rd. - 1 of 2

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2272 Miles Rd. Cincinnati, OH 45231– Parcel ID 510-0051-0116-00 to be inoperable, extensively damaged, and at least three model years old:

1. (NO TAG) 1985, RED, CHEVROLET, S10

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 _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2272 Miles Rd. Cincinnati, OH 45231– Parcel ID 510-0051-0116-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2272 Miles Rd. Cincinnati, OH 45231– Parcel ID 510-0051-0116-00**

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

1. The Board declares the junk motor vehicle located at **2272 Miles Rd. Cincinnati, OH 45231– Parcel ID 510-0051-0116-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(NO TAG) 1985, RED, CHEVROLET, S10**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

    a. A general description of the vehicle to be removed;

    b. A statement the Board has determined that the vehicle is a junk motor vehicle.

    c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

    d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

    e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

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: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

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

Resolution Declaring Junk Motor Vehicles - 9757 Yuba Ct. - 2 of 2

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

9757 Yuba Ct. Cincinnati, OH 45231– Parcel ID 510-0051-0086-00 to be inoperable, extensively damaged, and at least three model years old:

1. (OHIO) JXQ5463, 2004, GREY, LINCOLN, NAVIGATOR
2. (OHIO) 769PKC, 2001, RED, CHEVROLET, MONTE CARLO

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 _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

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

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 9757 Yuba Ct. Cincinnati, OH 45231– Parcel ID 510-0051-0086-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **9757 Yuba Ct. Cincinnati, OH 45231– Parcel ID 510-0051-0086-00**

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

1. The Board declares the junk motor vehicle located at **9757 Yuba Ct. Cincinnati, OH 45231– Parcel ID 510-0051-0086-00** to be inoperable, extensively damages, and at least three model years old:

    A. **(OHIO) JXQ5463, 2004, GREY, LINCOLN, NAVIGATOR**
    B. **(OHIO) 769PKC, 2001, RED, CHEVROLET, MONTE CARLO**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

    a. A general description of the vehicle to be removed;

    b. A statement the Board has determined that the vehicle is a junk motor vehicle.

    c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

    d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

    e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

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: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

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

Resolution Declaring Registrable Properties and Ordering Abatement - 2885 Kingman Dr. - 1 of 2

Recommend ADOPTION of the Resolution.

Rationale:

Rationale: The Code Enforcement Review Board (CERB) held a case and hearing on the properties below. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare these properties as subject to compliance with the Colerain Township Rental Registration Program, and fees assessed against the property at the addresses below:

2885 Kingman Dr. Cincinnati, Ohio 45251

CERB has deemed each property to be in violation of failure to register (first offense) with a late fee assessed.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____ p.m., on the ____ day of _____, 20___, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, Mr. Matt Wahlert

Mr./Ms. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-25

RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED IN COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO RENTAL PROPERTY SUBJECT TO COMPLIANCE WITH THE COLERAIN TOWNSHIP RENTAL REGISTRATION PROGRAM

WHEREAS, Colerain Township possesses all powers of local self-government under the Revised Code, and is empowered to adopt and enforce within the unincorporated of the Township local police, sanitary, and similar nuisance-abatement regulations, as the Township deems to be in the interest of the public health, safety, and general welfare; and

WHEREAS, the Colerain Township Board of Trustees adopted certain Rental Registration and Rental Unit Maintenance Standards, and related compliance and enforcement regulations, applicable to rental property within the Township (collectively, the "Rental Registration Program") pursuant to Resolution 126-22 passed on November 15, 2022; and

WHEREAS, the purpose of the Rental Registration Program is to ensure both a landlord-owner and tenant-occupant of rental property located within the Township comply with their mutual and respective obligations to maintain such property in compliance with the Township Zoning Resolution, Property Maintenance Code, and Nuisance Property Resolution; and

WHEREAS, the Board of Trustees established a Code Enforcement Review Board ("CERB") to review, during public hearings of the CERB, properties which Township code enforcement staff have reason to believe are rental properties that have failed to register with Colerain Township in accordance with the Rental Registration Program, or are otherwise noncompliant with the Program; and

WHEREAS, the CERB held public hearings on November 19th, 2025 regarding each of the following alleged rental properties (collectively, the "Properties"):

Address	Parcel Number
2885 Kingman Dr.	510-0054-0301-00

WHEREAS, the record owner(s) of each of the Properties received prior notice of the CERB hearing and had the opportunity to appear at the hearing to address the CERB with respect to the owner's case; and

WHEREAS, upon the CERB's consideration of all testimony and other evidence presented during the hearings, the CERB concluded the Properties are rental properties which are noncompliant with the Rental Registration Program, and recommended that the Board of Trustees declare each of the Properties a "rental property" subject to the Rental Registration Program.

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

1. Upon consideration of the recommendation of the CERB and all evidence presented to the Board of Trustees during the public hearing held with respect to this Resolution, the Board of Trustees finds and determines the following Properties are "rental properties" subject to the Rental Registration Program:

Address	Parcel Number
2885 Kingman Dr.	510-0054-0301-00

2. The Board of Trustees further finds that each of the above-listed Properties are in violation of the Rental Registration Program for the following reasons:

Address	Violation
2885 Kingman Dr.	Failure to Register, Late Fee, First Offense

3. The Board of Trustees hereby orders that each of the Properties be assessed the following fine(s), in accordance with Article II, Section 1 of the Rental Registration Program regulations:

Address	Number of Offenses	Total Fine
2885 Kingman Dr.	1	$95.00

4. The Township may utilize any lawful means to remedy the identified Rental Registration Program violations, compel compliance with the Rental Registration Program, and collect the fines set forth above.

5. 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 an open meeting of this Board, and

that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

6. The Board, by majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and authorizes the adoption of the Resolution upon its first reading.

7. This Resolution shall take effect at the earliest period allowed by law.

Mr./Ms. _____ 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 _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matt Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township 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 _____, 20___.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

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

Resolution Declaring Registrable Properties and Ordering Abatement - 11322 Templeton Dr. - 2 of 2

Recommend ADOPTION of the Resolution.

Rationale:

The Code Enforcement Review Board (CERB) held a case and hearing on the properties below. Based on review, the CERB passed a motion to recommend that the Board of Trustees declare these properties as subject to compliance with the Colerain Township Rental Registration Program, and fees assessed against the property at the addresses below:

11322 Templeton Dr. Cincinnati, OH 45251

CERB has deemed each property to be in violation of failure to register (first offense) with a late fee assessed.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____ p.m., on the ____ day of _____, 20___, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, Mr. Matt Wahlert

Mr./Ms. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-25

RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED IN COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO RENTAL PROPERTY SUBJECT TO COMPLIANCE WITH THE COLERAIN TOWNSHIP RENTAL REGISTRATION PROGRAM

WHEREAS, Colerain Township possesses all powers of local self-government under the Revised Code, and is empowered to adopt and enforce within the unincorporated of the Township local police, sanitary, and similar nuisance-abatement regulations, as the Township deems to be in the interest of the public health, safety, and general welfare; and

WHEREAS, the Colerain Township Board of Trustees adopted certain Rental Registration and Rental Unit Maintenance Standards, and related compliance and enforcement regulations, applicable to rental property within the Township (collectively, the "Rental Registration Program") pursuant to Resolution 126-22 passed on November 15, 2022; and

WHEREAS, the purpose of the Rental Registration Program is to ensure both a landlord-owner and tenant-occupant of rental property located within the Township comply with their mutual and respective obligations to maintain such property in compliance with the Township Zoning Resolution, Property Maintenance Code, and Nuisance Property Resolution; and

WHEREAS, the Board of Trustees established a Code Enforcement Review Board ("CERB") to review, during public hearings of the CERB, properties which Township code enforcement staff have reason to believe are rental properties that have failed to register with Colerain Township in accordance with the Rental Registration Program, or are otherwise noncompliant with the Program; and

WHEREAS, the CERB held public hearings on November 19th, 2025 regarding each of the following alleged rental properties (collectively, the "Properties"):

Address	Parcel Number
11322 Templeton Dr.	510-0023-0054-00

WHEREAS, the record owner(s) of each of the Properties received prior notice of the CERB hearing and had the opportunity to appear at the hearing to address the CERB with respect to the owner's case; and

WHEREAS, upon the CERB's consideration of all testimony and other evidence presented during the hearings, the CERB concluded the Properties are rental properties which are noncompliant with the Rental Registration Program, and recommended that the Board of Trustees declare each of the Properties a "rental property" subject to the Rental Registration Program.

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

1. Upon consideration of the recommendation of the CERB and all evidence presented to the Board of Trustees during the public hearing held with respect to this Resolution, the Board of Trustees finds and determines the following Properties are "rental properties" subject to the Rental Registration Program:

Address	Parcel Number
11322 Templeton Dr.	510-0023-0054-00

2. The Board of Trustees further finds that each of the above-listed Properties are in violation of the Rental Registration Program for the following reasons:

Address	Violation
11322 Templeton Dr.	Failure to Register, Late Fee, First Offense

3. The Board of Trustees hereby orders that each of the Properties be assessed the following fine(s), in accordance with Article II, Section 1 of the Rental Registration Program regulations:

Address	Number of Offenses	Total Fine
11322 Templeton Dr.	1	$95.00

4. The Township may utilize any lawful means to remedy the identified Rental Registration Program violations, compel compliance with the Rental Registration Program, and collect the fines set forth above.

5. 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 an open meeting of this Board, and

that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

6. The Board, by majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and authorizes the adoption of the Resolution upon its first reading.

7. This Resolution shall take effect at the earliest period allowed by law.

Mr./Ms. _____ 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 _____, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matt Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____

20082373v1

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 _____, 20___.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Administration

Department Director: Allen Walls, Fire Chief

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

Motion to Approve Project Close Out Change Order #8 - Pepper Construction - Fire Station 26 & 102 - $69,000
Recommend ADOPTION of the Motion.

Rationale:
This represents the final change order for the project. Once this is completed, the project will be able to enter into close out and the fund will be able to be balanced in mid-2026. This change order would account for all outstanding project items throughout the life of the project. This includes updates to the life safety, HVAC, plumbing, and other critical systems to comply with all building code regulations.

Contingency Accounting:
Current: $72,676.46
Change Order 1: No change
Change Order 2: $33,845.22
Change Order 3: $117.36
Change Order 4: $121,269.62
Change Order 5: $58,535.00
Change Order 6: $0
Change Order 7: $13,556.34
Change Order 8: $69,000
New Contingency Total: $3,676.46

CONTRACT DOCUMENT
CHANGE ORDER

PROJECT INFORMATION: Colerain Fire Stations 26 and 102 Construction
4200 Springdale Road
Colerain Township, Ohio 45251

CONSTRUCTION MANAGER: Pepper Construction Company of Ohio, LLC
100 Williams Street
Cincinnati, Ohio 45215

CHANGE ORDER NUMBER: 07

DATE: July 30th 2025

ARCHITECT'S PROJECT NO:

CONTRACT DATE: 01/18/2023

CONTRACT FOR: Construction Manager

The Contract is changed as follows:

Pricing has been Approved on the Following: - Added Locker Top Brace for Station 102 - Robert Jones Plumbing: Furnish and install BFP at each Hose Reel required by code. - Peck Hannaford and Briggs: Relocated Kitchen Hood, Furnish Class K Fire Extinguisher, Bulletin 5 for Station 102 - Architect Sales: Furnish Class K Fire Extinguisher for Station 26. - Kerkan Roofing: Furnish and install Base Column Caps on Stations 102 and 26

Original Guaranteed Maximum Price:	$	1,899,647.00
Net change by previous change orders:	$	12,486,664.20
The Guaranteed Maximum Price prior to this change order:	$	14,386,311.20
The Guaranteed Maximum Price will be increased by this change order by:	$	13,556.34
The adjusted Guaranteed Maximum Price value after this change order:	$	14,399,867.54

The date of TCO Date resulting from this change order for Station 26 is 6/18/2025.
The date Substantial completion for station 102 is unchanged at 4/4/2025.

Not valid until signed by the Owner and Contractor.

Emersion Design	Pepper Construction Company - Ohio	Colerain Township - Ohio
ARCHITECT	CONTRACTOR	OWNER
310 Culvert St., Suite 100	100 Williams Street	4200 Springdale Road
Address	Address	Address
Cincinnati, OH 45202	Cincinnati, OH 45215	Colerain Township, OH 45251
BY: Digitally signed by Timothy M. Wiley DN: C=US, E=tim.wiley@emersiondesign.com, O=emersion DESIGN, CN=Timothy M. Wiley Date: 2025.08.21 08:55:32-04'00'	BY:	BY:
DATE: 08/21/2025	DATE:	DATE:

Pepper Construction Company
5185 Blazer Parkway, Suite 101
Dublin, OH 43017

July 30, 2025

Jeff Weckbach
Owner of Record
Colerain Township
4200 Springdale Rd
Colerain Township OH 45251

RE: Colerain Fire Stations 26 & 102
8282 Clara Ave.& 3955 Generation Dr.
Colerain Twp OH 45251
Change Request - 07

Dear Jeff Weckbach,

On July 23, 2025, Pepper Construction Company of Ohio, LLC received document(s) which would require Pepper Construction Company of Ohio, LLC to perform the following work that we consider extra to our Agreement:

Change Description:

Pricing has been Approved on the Following:
- Added Locker Top Brace for Station 102
- Robert Jones Plumbing: Furnish and install BFP at each Hose Reel required by code.
- Peck Hannaford and Briggs: Relocated Kitchen Hood, Furnish Class K Fire Extinguisher, Bulletin 5 for Station 26
- Architect Sales: Furnish Class K Fire Extinguisher for Station 26.
- Kerkan Roofing: Furnish and install Base Column Caps on Stations 102 and 26

Proposed Adjustment: **13,556.34**

The terms of our Agreement preclude Pepper Construction Company of Ohio, LLC from performing any extra work without a signed Change Order as provided in the Contract. As a result, we are suspending activities associated with or affected by the aforementioned extra work pending receipt of a signed Change Order.

To facilitate the change process and avoid or minimize any impacts resulting from such suspension, we ask that you promptly sign this letter indicating your desired course of action by completing the following checklist. We will inform you of the additional time and time related impacts, if any, after we receive your direction in accordance with this letter.

Owner directs Contractor:
( ) to proceed based upon this commitment by Owner to sign a Change Order with the proposed adjustment;
( ) to continue to suspend its activities associated with and/or affected by such work while awaiting further direction from Owner;
( ) to resume the Work without incorporating the aforementioned change.

Colerain Township

_____
Jeff Weckbach
Owner of Record

Notice of Change - PCO # 00223
July 23, 2025

Item	Description	Amount Proposed	Contractor
	Lockers - Added Locker Top Base	350.00	
	Plumbing - Added BFP at Each Hose Reel for Station 102	2,175.00	Robert Jones Plumbing Inc
	Plumbing - Added BFP at Each Hose Reel for Station 26	2,175.00	Robert Jones Plumbing Inc

00223	Hvac - PHB Added Class K Fire Extinguisher for Station 102	419.34	Peck Hannaford & Briggs Company
00223	Hvac - PHB Relocation of Kitchen Hood	655.00	Peck Hannaford & Briggs Company
00223	Hvac - Bulletin 5 Changes for Station 26	960.00	Peck Hannaford & Briggs Company
	Toilet Bath And Laundry Accessories - Added Class K Fire Extinguisher for Station 26	380.00	Architects Sales Inc
	Monument Siding - Furnish and install Base Column Caps for Station 102	2,878.00	Kerkan Roofing, Inc.
	Monument Siding - Furnish and install Base Column Caps for Station 26	2,878.00	Kerkan Roofing, Inc.
	Builders Risk	23.00	
	Builders Risk	22.00	
	General Liability	58.00	
	General Liability	59.00	
	Misc Tax	17.00	
	Misc Tax	17.00	
	Bond	36.00	
	Bond	36.00	
	SDI	82.00	
	SDI	83.00	
	Fee	127.00	
	Fee	126.00	
		13,556.34	
	Total Amount:		

Should you have any questions, please call me at 513-563-7700

Sincerely,
Pepper Construction Company of Ohio, LLC

Brian Letts
Project Manager

Cc: Brian Letts	Pepper Construction - Ohio	Project Manager of record	Fax #: 513-952-9059
Brett Harlow	Pepper Construction - Ohio	Superintendent of record	Fax #: 614 793-4465

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion Authorizing the Township Administrator to Enter into an Addendum to the Agreement with Northwest Local School District for Police Services

Recommend ADOPTION of the Motion.

Rationale:

This addendum will add three additional School Resource Officers to the existing agreement with Northwest Local School District. This will allow the department to add additional officers to Taylor Elementary, Pleasant Run Middle School, and Colerain Middle School.

SCHOOL RESOURCE OFFICER AGREEMENT ADDENDUM

This addendum entered into this 8th day of December 2025, by and between **COLERAIN TOWNSHIP, OHIO**, an Ohio township ("Township"), and the **BOARD OF EDUCATION OF THE NORTHWEST LOCAL SCHOOL DISTRICT** ("Board"), shall modify the original agreement in the following manner:

Staffing Levels

June 15, 2025 – June 14, 2026

__1__ Police Sergeant serving as District Safety and Security Coordinator

__7 __ School Resource Officer (Add three officers)

__1__ District Truancy Investigator

__5__ School Safety Officer

PUBLIC SERVICES

Department:	Administration
Department Director:	Tiphanie Mays, Assistant 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

Discussion - Traffic Calming Policy

Staff seeks direction on this issue.

Rationale:

Trustee Unger has made a request for speed bumps to be installed along Orangewood. In order to ensure alignment with Township policy, staff is requesting that the full board review the Policy 3.8, Traffic Calming Policy and discuss changes to the policy to help facilitate these requests, as well as identification of funding sources to cover the costs of installation of these items.

Policy 3.8 is located here (page 199): https://www.colerain.org/DocumentCenter/View/5317/2025-Merged-Policy-Book---Updated-09-09-2025

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

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

Motion to Adopt Five Year Road Plan

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township's 2025 Road Program is in the final stages of completion which signals the release of a new five-year road plan to include years 2026 through 2030. Attached is a memo outlining the new plan and that looks at the overall Pavement Condition Index (PCI) of the Township over the past five years.

Thanks to the investments made by the Trustees from 2020 to 2025, the overall PCI for the Township has improved from 60.7 in 2020 to 66.3 in 2025.

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

COLERAIN
TOWNSHIP ~ OHIO

MEMORANDUM

To: Board of Township Trustees

CC: Tiphanie Mays, Assistant Township Administrator
Jeff McElravy, Assistant Township Administrator
Tawanna Molter, Assistant Director of Public Services

From: Jeff Weckbach, Township Administrator

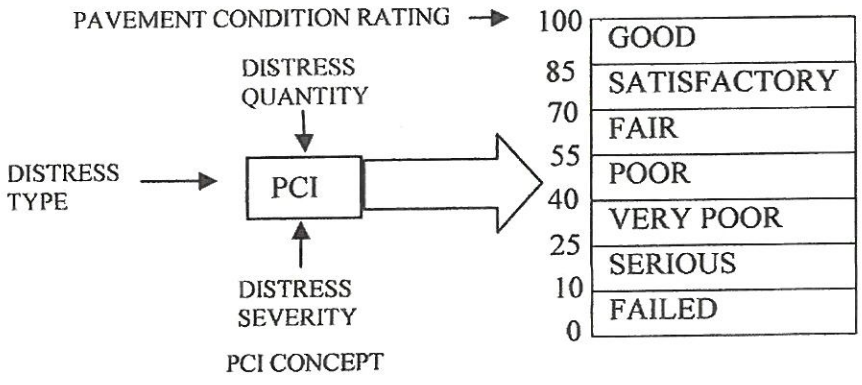
Subject: Road Program Update - 2025

Date: November 12, 2025

BACKGROUND

As a strategic initiative for 2025, the Public Services Department performed a full reassessment of the Pavement Condition Index (PCI) for all Township maintained streets. All Township roads are provided a PCI score, which identifies the overall quality of the road surface and subsurface. PCI will score roads on a scale of zero to one-hundred. In Colerain Township, employees of the Public Services Department assess each road in the Township approximately every five years and assign a PCI score to each road based a number of criteria.

Each road is unique and the overall quality of the road is dependent on the frequency of use, age, type of material used to construct the road, amount of water infiltration, and the types of vehicles that use the road (i.e. tractor trailers vs. sedans). Below is a chart that shows the various rating levels of a road, based on their PCI score.



PCI CONCEPT

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
jweckbach@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Matthew Wahlert, Cathy Ulrich, Daniel Unger
Fiscal Officer: Jeff Baker
Administrator: Jeff Weckbach

The Township will traditionally invest around $1.9M into the road program each year. This $1.9M is split between traditional repaving through a two-inch mill and fill of various streets and various cape sealing projects. In addition to the $1.9M in annual budget, the Township also infused an additional $2M in response to grant revenues received through the COVID-19 Pandemic.

The $1.9M annual contribution is derived from two sources:

- The General Fund at $1M
- Road Funds at $0.9M

In 2019, the Township adopted an additional $5 per vehicle motor vehicle license tax. Around the same time, the State of Ohio adjusted the formula for revenues received by local jurisdictions through the Gasoline Tax. These changes allowed the Township to increase the road program from $1M per year to the current $1.9M per year.

Overall, the Township streets improved from 2020 to 2025 by 5.6 from 60.7 in 2020 to 66.3 in 2025. All of the Township neighborhoods scored with a net rating of "Fair" as detailed in the below chart:

Neighborhood	Score 2025	Score 2020	Variance
Colerain Corridor	65.04	65.04	0.00
Daleview/Peach Grove	68.80	65.24	3.56
Groesbeck	65.47	67.14	-1.67
Northbrook	63.06	57.26	5.80
Pleasant Run	69.83	53.92	15.91
Western Colerain	69.20	64.10	5.10

ANALYSIS OF EXISTING CONDITIONS

While a PCI score is a major factor in determining which roads get repaired, the Township also considers serval other factors:

- Overall condition of existing curbs (as curb failures can lead to water infiltration and future road failures)
- Volume of minor road work within the past several years (hot patch, cold patch, crack seal)
- Number of residents affected by the project (per capita effect of the repair)
- Proximity to other recent road projects

These above factors may result in a road moving up or down the list in any given year. Also, it is worth mentioning that some streets do reach a point where a two-inch mill and fill will not repair the road, as there are significant issues with the street subsurface. The cost of a full depth roadway repair is significantly more than a two-inch mill and fill. It is unlikely that our current budget could support any/many projects of this size. In these circumstances, the Township will attempt to secure state funding through the SCIP program to assist the Township with the replacement.

When possible, the Township will also consider repairing multiple roads in one subdivision in order to create an economy of scale and save dollars on mobilization costs. However, this is not always the most cost effective approach as each road in a neighborhood has a unique traffic pattern and certain side streets or cul-de-sacs may have a much higher PCI score than a proposed road in the program.

To review the full list and explore other key data points, please visit the below address:

https://coleraintownshiphamiltonoh.opengov.com/data/#/45724/query=66666C6DD10FCD4371008908847711F5&embed=n

RECOMMENDATION

Based on the PCI scores, staff recommends the following 5 Year Road program:

Year	STREET	Sections	Total PCI	Grade	Miles	Feet	Est $150 Per Ft
2026	Amarillo Ct	1	32	F	0.28	1478.4	$221,760.00
	Ambassador Dr	1	44	F	0.20	1056.0	$158,400.00
	Crestland Ct	1	42	F	0.26	1372.8	$205,800.00
	Ridgevalley Ct	1	48	F	0.26	1372.8	$205,920.00
	Chapel Heights	1	48	F	0.14	739.2	$110,880.00
	Glohaven Ct	1	52	D	0.06	316.8	$47,520.00
	Jackfrost Wy	1	40	F	0.30	1584.0	$237,600.00
	Fairglen Dr	3	51	D	0.15	792.0	$118,800.00
	Silva Dr	4	58	D	0.48	2534.4	$380,160.00
						Total	$1,686,840.00
2027	Brockton Dr	2	60	D	0.63	3326.4	$498,960.00
	Roundtop Rd	2	63	D	0.37	1953.6	$293,040.00
	Coogan Dr	1	46	F	0.63	3326.4	$498,960.00
	Cornwall Dr	1	70	C	0.39	2059.2	$308,880.00
						Total	$1,599,840.00
2028	Mercury Ave.	1	42	F	0.21	1108	$ 166,320.00
	Oakmeadow Ln.	1	48	F	0.26	1396	$ 209,400.00
	Ashhollow Dr.	2	43	F	0.08	1258	$ 188,700.00
	Ashhill Ct..	1	43	F	0.13	701	$ 105,150.00
	Mars Ct	1	43	F	0.08	422.4	$ 63,300.00
	Common Circle	7	46	F	0.48	2873	$ 430,950.00
	Windsong Dr	1	38	F	0.39	2059.2	$ 308,850.00
						Total	$ 1,472,670.00
2029	Sheldon Av	1	56	D	0.34	1795.2	$ 269,250.00
	Blanchetta Dr	1	56	D	0.23	1214.4	$ 182,250.00
	Retford Dr.	1	56	D	0.27	1425	$ 213,840.00
	Hermes Dr.	1	56	D	0.25	1320	$ 198,000.00
	Pasco Dr.	1	46	F	0.06	316.8	$ 47,520.00
	Seaford Dr.	1	58	D	0.09	473	$ 70,950.00
	Sudbury Dr.	1	58	D	0.07	394	$ 59,100.00
	Waldon Dr.	1	58	D	0.21	1110	$ 166,500.00
						Total	$1,207,410.00
2030	Common Circle	1	58	D	0.797	4210	$ 631,500.00
	Willowspring Ct.	1	58	D	0.19	1010	$ 151,500.00
	Tiverton Ln.	1	58	D	0.19	1046	$ 156,900.00
	Hunters Ridge	1	58	D	0.4	2128	$ 319,200.00
						Total	$ 1,259,100.00

CAPE SEAL MULTI-YEAR PLAN

Road	Paved	Cape Seal	Miles	Cost
Annamarie Ct.	2011	2026	0.09	$ 8,553.60
Babygold Ct.	2011	2026	0.16	$ 15,206.40
Squirrelcreek Dr.	2011	2026	0.26	$ 24,710.40
Squirrelrun Ln	2011	2026	0.26	$ 24,710.40
Sunapee Ct.	2011	2026	0.05	$ 4,752.00
Bevis Ln	2012	2027	0.32	$ 30,412.80
Cranfield Dr	2012	2027	0.14	$ 13,305.60
Flattop Dr.	2012	2027	0.2	$ 19,008.00
Highwood Ln	2012	2027	0.17	$ 16,156.80
Hollis Dr	2012	2027	0.23	$ 21,859.20
Palomar Dr	2012	2027	0.11	$ 10,454.40
Sagebrush Ln	2012	2027	0.31	$ 29,462.40
Susanna Dr.	2012	2027	0.39	$ 37,065.60
Wexler Ct	2012	2027	0.05	$ 4,752.00
Yellowstone Dr.	2012	2027	0.36	$ 34,214.40
Majestic Ln	2013	2028	0.06	$ 5,702.40
Wenning Rd.	2013	2028	0.34	$ 32,313.60
Fath Ct.	2014	2029	0.04	$ 3,801.60
Hillary Dr	2014	2029	0.14	$ 13,305.60
Bracebridge Dr.	2015	2030	0.21	$ 19,958.40
Gravenhurst Dr.	2015	2030	0.68	$ 64,627.20
Philnoll Dr.	2015	2030	0.84	$ 79,833.60
Vernier Dr.	2015	2030	0.38	$ 36,115.20

COLLERAINI

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

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

Motion to Issue a Request for Bids for the 2026 Road Program

Recommend ADOPTION of the Motion.

Rationale:

The 2026-2030 Road Program has been assembled by Public Services. Consistent with past practice, Public Services is proposing that all streets in the 2026 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 in early 2026.

Per the five year road plan, the following streets will receive a 2 inch mill and fill:

- Amarillo Ct
- Ambassador Dr
- Crestland Ct
- Ridgevalley Ct
- Chapel Heights
- Glohaven Ct
- Jackfrost Wy
- Fairglen Dr
- Silva Dr

Per the five year road plan, the following streets will be cape sealed in 2026:

- Annamarie Ct.
- Babygold Ct.
- Squirrelcreek Dr.
- Squirrelrun Ln
- Sunapee Ct.

PUBLIC SERVICES

Department:	Administration
Department Director:	Tiphanie Mays, Assistant 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

Motion Authorizing Invitation to Bid - Amarillo Court Stormwater Improvement and Road Replacement

Recommend ADOPTION of the Motion.

Rationale:

The Township is scheduled to receive funding from Hamilton County and from ODOT for this project. The Engineer's estimate is that this project will cost $732,789.

Sources to cover the cost of the project include:

- $146,970 Road and Bridge Fund
- $219,819 Grant from Hamilton County
- $366,789 Grant from ODOT SCIP program

It is anticipated that all work will be completed in 2026 on this project. Amarillo court is the lowest rated street in the Township by Pavement Condition Index and has a history of flooding. This project should address both of those issues.

PUBLIC SERVICES

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

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

Motion Authorizing Township Administrator to Execute an Agreement with Rack and Ballauer Excavating Co., INC for Parking Lot Areas A, B, & C for $786,484.65

Recommend ADOPTION of the Motion.

Rationale:

Staff has identified several parking areas on the Township's main campus that are in need of repaving, expansion, drainage upgrades and new installation to address aging infrastructure, security of Township equipment and safety concerns.

After meeting with engineers and obtaining engineer's estimates, it was determined that the project could go out to bid to obtain bids to address these issues. The latest bid addressed three (3) immediate areas of concern:

- Area A, the installation of a new parking lot. The soccer fields at Drew Campbell lack both sufficient parking and a hard barrier separating the youth soccer programs from Springdale Road, creating a safety concern. This project would provide adequate parking and install the needed protective barriers to improve safety for field users.
- Area B, the expansion of the parking lot at the Maintenance Garage. Currently, several pieces of Roads Department equipment cannot be properly secured. Expanding the parking area at 4160 Springdale Road would allow all Township heavy machinery to be stored safely behind the gated fence.
- Area C, the renovation and expansion of the main parking lot. The main parking lot on campus has become insufficient for visitors over the last year due to the 2024 renovation and expansion of the building's basement training area, which is now home to the Cincinnati State Paramedic Program and a regional police training center. This project would expand parking to meet those needs.

The Township received ten (10) responses to the public bid for these three phases of parking lot construction. The bid table for the project is attached. Staff recommends awarding the project to the lowest bidder, Rack & Ballauer Excavating Co. Inc. for $418,499.70 for Area A, $277,459.45 for Area B and $140,525.50 for Area C for a total bid package price of $786,484.65.

Bid Tabulation

Colerain Township
Community Center Parking Lot Upgrades
November 21, 2025

REF. NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	APPROX. QTY.	UNIT COST	TOTAL COST	Rack & Ballauer Excavating Co., Inc. Hamilton, OH UNIT COST	Rack & Ballauer Excavating Co., Inc. Hamilton, OH TOTAL COST	Oheil Site Solutions Dayton, OH UNIT COST	Oheil Site Solutions Dayton, OH TOTAL COST	Westside Paving & Excavating Inc. Cleves, OH UNIT COST	Westside Paving & Excavating Inc. Cleves, OH TOTAL COST	The DJ Drew Company LLC Batavia, OH UNIT COST	The DJ Drew Company LLC Batavia, OH TOTAL COST	Ohio Dredge LLC Xenia, OH UNIT COST	Ohio Dredge LLC Xenia, OH TOTAL COST	Ohio Heavy Equipment Leasing LLC Fairfield, OH UNIT COST	Ohio Heavy Equipment Leasing LLC Fairfield, OH TOTAL COST	Fillmore Construction LLC Leesburg, OH UNIT COST	Fillmore Construction LLC Leesburg, OH TOTAL COST	Prus Construction Co. Cincinnati, OH UNIT COST	Prus Construction Co. Cincinnati, OH TOTAL COST	KT Holden Construction, LLC Lebanon, OH UNIT COST	KT Holden Construction, LLC Lebanon, OH TOTAL COST	John R. Jurgensen Co. Cincinnati, OH UNIT COST	John R. Jurgensen Co. Cincinnati, OH TOTAL COST
1	201	CLEARING AND GRUBBING	LS	1	$1,000.00	$1,000.00	$6,300.00	$6,300.00	$5,900.00	$5,900.00	$5,000.00	$5,000.00	$777.00	$777.00	$3,000.00	$3,000.00	$5,000.00	$5,000.00	$2,500.00	$2,500.00	$1,650.00	$1,650.00	$29,000.00	$29,000.00 *1	$250.00	$250.00
2	202	MISCELLANEOUS REMOVALS	LS	1	$1,000.00	$1,000.00	$2,500.00	$2,500.00	$700.00	$700.00	$2,500.00	$2,500.00	$777.00	$777.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$10,000.00	$10,000.00	$500.00	$500.00	$3,950.00	$3,950.00	$300.00	$300.00
3	202	CURB AND GUTTER REMOVED	FT.	44	$15.00	$660.00	$7.75	$341.00	$35.00	$1,540.00	$10.00	$440.00	$13.00	$572.00	$5.00	$220.00	$29.00	$1,276.00	$10.00	$440.00	$24.50	$1,078.00	$11.30	$497.20	$12.00	$528.00
4	202	CURB REMOVED	FT.	45	$10.00	$450.00	$7.75	$348.75	$30.00	$1,350.00	$10.00	$450.00	$11.00	$495.00	$4.00	$180.00	$29.00	$1,305.00	$10.00	$450.00	$24.50	$1,102.50	$7.50	$337.50	$12.00	$540.00
5	202	WALK REMOVED	S.F.	229	$4.00	$916.00	$2.85	$652.65	$4.50	$1,030.50	$2.00	$458.00	$8.30	$1,900.70	$2.00	$458.00	$9.00	$2,061.00	$10.00	$2,290.00	$4.50	$1,030.50	$4.75	$1,087.75	$3.00	$687.00
6	202	CATCH BASIN REMOVED	EACH	1	$250.00	$250.00	$600.00	$600.00	$1,100.00	$1,100.00	$400.00	$400.00	$776.00	$776.00	$300.00	$300.00	$515.00	$515.00	$500.00	$500.00	$1,050.00	$1,050.00	$700.00	$700.00	$315.00	$315.00
7	202	PAVEMENT REMOVED, ASPHALT	S.Y.	106	$10.00	$1,060.00	$18.25	$1,934.50	$10.00	$1,060.00	$6.00	$636.00	$14.00	$1,484.00	$6.00	$636.00	$18.00	$1,908.00	$20.00	$2,120.00	$25.00	$2,650.00	$21.00	$2,226.00	$10.00	$1,060.00
8	202	PAVEMENT REMOVED, CONCRETE	S.Y.	8	$25.00	$200.00	$18.25	$146.00	$60.00	$480.00	$30.00	$240.00	$62.00	$496.00	$18.00	$144.00	$10.00	$80.00	$30.00	$240.00	$80.00	$640.00	$52.00	$416.00	$12.00	$96.00
9	203	EXCAVATION AND EMBANKMENT CONSTRUCTION, AS PER PLAN	C.Y.	609	$30.00	$18,270.00	$41.00	$24,969.00	$18.00	$10,962.00	$29.00	$17,661.00	$50.00	$30,450.00	$30.00	$18,270.00	$10.00	$6,090.00	$30.00	$18,270.00	$33.00	$20,097.00	$34.20	$20,827.80	$71.00	$43,239.00
10	204	SUBGRADE COMPACTION AND PROOF ROLLING, AS PER PLAN	S.Y.	2389	$2.50	$5,972.50	$2.50	$5,972.50	$1.50	$3,583.50	$1.00	$2,389.00	$1.10	$2,627.90	$4.00	$9,556.00	$2.00	$4,778.00	$5.00	$11,945.00	$1.00	$2,389.00	$3.35	$8,003.15	$1.00	$2,389.00
11	204	EXCAVATION OF SUBGRADE AND STRUCTURAL EMBANKMENT, AS PER PLAN	C.Y.	200	$100.00	$20,000.00	$114.00	$22,800.00	$20.00	$4,000.00	$15.00	$3,000.00	$117.00	$23,400.00	$30.00	$6,000.00	$94.00	$18,800.00	$50.00	$10,000.00	$125.00	$25,000.00	$135.00	$27,000.00	$115.00	$23,000.00
12	304	AGGREGATE BASE, AS PER PLAN	C.Y.	388	$90.00	$34,920.00	$74.00	$28,712.00	$73.00	$28,324.00	$79.00	$30,652.00	$114.00	$44,232.00	$40.00	$15,520.00	$91.00	$35,308.00	$60.00	$23,280.00	$90.00	$34,920.00	$100.00	$38,800.00	$101.00	$39,188.00
13	407	NON-TRACKING TACK COAT	GAL	136	$6.00	$816.00	$4.00	$544.00	$8.00	$1,088.00	$12.00	$1,632.00	$1.50	$204.00	$4.00	$544.00	$6.00	$816.00	$5.00	$680.00	$11.00	$1,496.00	$2.00	$272.00	$2.00	$272.00
14	411	STABILIZED CRUSHED AGGREGATE	C.Y.	21	$100.00	$2,100.00	$120.00	$2,520.00	$195.00	$4,095.00	$70.00	$1,470.00	$99.00	$2,079.00	$50.00	$1,050.00	$130.00	$2,730.00	$100.00	$2,100.00	$115.00	$2,415.00	$210.00	$4,410.00	$109.00	$2,289.00
15	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	C.Y.	94	$300.00	$28,200.00	$272.00	$25,568.00	$330.00	$31,020.00	$305.00	$28,670.00	$378.00	$35,532.00	$320.00	$30,080.00	$296.00	$27,824.00	$280.00	$26,320.00	$313.00	$29,422.00	$249.00	$23,406.00	$249.00	$23,406.00
16	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (449)	C.Y.	157	$290.00	$45,530.00	$225.00	$35,325.00	$310.00	$48,670.00	$238.00	$37,366.00	$226.00	$35,482.00	$300.00	$47,100.00	$295.00	$46,315.00	$250.00	$39,250.00	$256.00	$40,192.00	$245.00	$38,465.00	$245.00	$38,465.00
17	452	8" NON REINFORCED CONCRETE PAVEMENT	S.Y.	73	$115.00	$8,395.00	$120.00	$8,760.00	$230.00	$16,790.00	$250.00	$18,250.00	$148.00	$10,804.00	$90.00	$6,570.00	$118.00	$8,614.00	$80.00	$5,840.00	$27.00	$1,971.00	$105.00	$7,665.00	$147.00	$10,731.00
18	605	4" SHALLOW PIPE UNDERDRAINS WITH GEOTEXTILE FABRIC	FT.	40	$25.00	$1,000.00	$26.50	$1,060.00	$60.00	$2,400.00	$50.00	$2,000.00	$78.00	$3,120.00	$20.00	$800.00	$39.00	$1,560.00	$30.00	$1,200.00	$39.00	$1,560.00	$21.00	$840.00	$23.00	$920.00
19	608	5" CONCRETE WALK, AS PER PLAN	S.F.	1808	$10.00	$18,080.00	$9.25	$16,724.00	$14.50	$26,216.00	$16.00	$28,928.00	$16.00	$28,928.00	$8.00	$14,464.00	$10.00	$18,080.00	$15.00	$27,120.00	$11.50	$20,792.00	$14.00	$25,312.00	$17.00	$30,736.00
20	608	CURB RAMP	S.F.	422	$25.00	$10,550.00	$18.50	$7,807.00	$17.50	$7,385.00	$20.00	$8,440.00	$17.00	$7,174.00	$10.00	$4,220.00	$16.00	$6,752.00	$35.00	$14,770.00	$15.00	$6,330.00	$60.00	$25,320.00	$70.00	$29,540.00
21	609	CURB, TYPE 6, AS PER PLAN	FT.	1090	$28.00	$30,520.00	$27.00	$29,430.00	$48.50	$52,865.00	$41.00	$44,690.00	$36.00	$39,240.00	$35.00	$38,150.00	$26.00	$28,340.00	$40.00	$43,600.00	$30.00	$32,700.00	$24.00	$26,160.00	$32.00	$34,880.00
22	609	CURB REPLACED IN KIND	FT.	45	$35.00	$1,575.00	$41.00	$1,845.00	$71.00	$3,195.00	$70.00	$3,150.00	$89.00	$4,005.00	$40.00	$1,800.00	$79.00	$3,555.00	$50.00	$2,250.00	$42.50	$1,912.50	$40.00	$1,800.00	$104.00	$4,680.00
23	611	12" CONDUIT, TYPE B, AS PER PLAN	FT.	113	$115.00	$12,995.00	$95.00	$10,735.00	$48.00	$5,424.00	$75.00	$8,475.00	$69.00	$7,797.00	$85.00	$9,605.00	$75.00	$8,475.00	$80.00	$9,040.00	$95.00	$10,735.00	$96.00	$10,848.00	$127.00	$14,351.00
24	611	15" CONDUIT, TYPE B, AS PER PLAN	FT.	54	$150.00	$8,100.00	$108.00	$5,832.00	$60.00	$3,240.00	$82.00	$4,428.00	$77.00	$4,158.00	$90.00	$4,860.00	$93.00	$5,022.00	$100.00	$5,400.00	$192.00	$10,368.00	$117.00	$6,318.00	$112.00	$6,048.00
25	611	CATCH BASIN, TYPE 2-2B	EACH	1	$2,500.00	$2,500.00	$1,800.00	$1,800.00	$2,400.00	$2,400.00	$1,400.00	$1,400.00	$1,627.00	$1,627.00	$2,000.00	$2,000.00	$2,688.00	$2,688.00	$2,500.00	$2,500.00	$3,900.00	$3,900.00	$3,200.00	$3,200.00	$2,200.00	$2,200.00
26	611	CATCH BASIN, TYPE 2-2C	EACH	2	$3,500.00	$7,000.00	$2,400.00	$4,800.00	$2,500.00	$5,000.00	$1,900.00	$3,800.00	$1,203.00	$2,406.00	$2,000.00	$4,000.00	$3,076.00	$6,152.00	$3,500.00	$7,000.00	$4,200.00	$8,400.00	$3,200.00	$6,400.00	$2,500.00	$5,000.00
27	614	MAINTAINING TRAFFIC	LS	1	$7,500.00	$7,500.00	$30,000.00	$30,000.00	$5,700.00	$5,700.00	$4,000.00	$4,000.00	$2,329.00	$2,329.00	$5,000.00	$5,000.00	$1,460.00	$1,460.00	$15,000.00	$15,000.00	$34,000.00	$34,000.00	$7,200.00	$7,200.00	$27,000.00	$27,000.00
28	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN	LS	1	$3,500.00	$3,500.00	$10,000.00	$10,000.00	$2,100.00	$2,100.00	$6,000.00	$6,000.00	$1,553.00	$1,553.00	$5,000.00	$5,000.00	$7,593.00	$7,593.00	$3,500.00	$3,500.00	$1,700.00	$1,700.00	$5,150.00	$5,150.00	$5,500.00	$5,500.00
29	630	GROUND MOUNTED SUPPORT, NO. 3 POST	FT.	54	$15.00	$810.00	$15.50	$837.00	$25.00	$1,350.00	$10.00	$540.00	$25.00	$1,350.00	$50.00	$2,700.00	$23.00	$1,242.00	$15.50	$837.00	$17.50	$945.00	$15.50	$837.00	$18.00	$972.00
30	630	SIGN, FLAT SHEET (2.5 SF PER SIGN X 4 SIGNS)	S.F.	10	$30.00	$300.00	$16.00	$160.00	$135.00	$1,350.00	$100.00	$1,000.00	$23.00	$230.00	$40.00	$400.00	$23.00	$230.00	$16.00	$160.00	$18.00	$180.00	$16.00	$160.00	$18.00	$180.00
31	638	INSTALL CURB BOX (PER GCWW STANDARD DRAWINGS)	EACH	1	$500.00	$500.00	$250.00	$250.00	$2,300.00	$2,300.00	$800.00	$800.00	$543.00	$543.00	$120.00	$120.00	$1,048.00	$1,048.00	$2,500.00	$2,500.00	$720.00	$720.00	$362.00	$362.00	$650.00	$650.00
32	638	ADJUST METER PIT TO GRADE (PER GCWW STANDARD DRAWINGS)	EACH	1	$1,400.00	$1,400.00	$500.00	$500.00	$2,000.00	$2,000.00	$2,800.00	$2,800.00	$776.00	$776.00	$100.00	$100.00	$6,500.00	$6,500.00	$5,000.00	$5,000.00	$720.00	$720.00	$2,000.00	$2,000.00	$1,480.00	$1,480.00
33	642	PARKING LOT STALL MARKING, TYPE 1	FT.	1795	$2.00	$3,590.00	$1.50	$2,692.50	$1.50	$2,692.50	$0.40	$718.00	$1.90	$3,410.50	$0.80	$1,436.00	$2.00	$3,590.00	$1.48	$2,656.60	$0.65	$1,166.75	$1.48	$2,656.60	$1.50	$2,692.50
34	642	HANDICAP SYMBOL MARKING, TYPE 1	EACH	4	$150.00	$600.00	$99.00	$396.00	$86.00	$344.00	$50.00	$200.00	$124.00	$496.00	$70.00	$280.00	$145.00	$580.00	$99.00	$396.00	$39.00	$156.00	$99.00	$396.00	$229.00	$916.00
35	642	TRANSVERSE/DIAGONAL LINE, TYPE 1	FT.	224	$7.50	$1,680.00	$2.95	$660.80	$1.50	$336.00	$0.50	$112.00	$1.90	$425.60	$80.00	$17,920.00	$4.00	$896.00	$2.95	$660.80	$0.65	$145.60	$1.48	$331.52	$1.50	$336.00
36	659	SEEDING AND MULCHING, CLASS 1 (LAWN MIXTURE), AS PER PLAN	S.Y.	1925	$3.00	$5,775.00	$1.00	$1,925.00	$4.00	$7,700.00	$2.40	$4,620.00	$2.80	$5,390.00	$0.60	$1,155.00	$2.00	$3,850.00	$3.00	$5,775.00	$2.50	$4,812.50	$0.55	$1,058.75	$14.00	$26,950.00
37	832	INLET PROTECTION (12' PER INLET X 6 INLETS)	FT.	72	$12.00	$864.00	$17.00	$1,224.00	$40.00	$2,880.00	$10.00	$720.00	$3.00	$216.00	$4.00	$288.00	$3.00	$216.00	$100.00	$7,200.00	$22.00	$1,584.00	$52.50	$3,780.00	$18.00	$1,296.00
38	832	CONSTRUCTION ENTRANCE AS NEEDED	C.Y.	41	$100.00	$4,100.00	$135.00	$5,535.00	$115.00	$4,715.00	$70.00	$2,870.00	$29.00	$1,189.00	$40.00	$1,640.00	$104.00	$4,264.00	$50.00	$2,050.00	$123.00	$5,043.00	$135.00	$5,535.00	$95.00	$3,895.00
39	832	PERIMETER FILTER FABRIC FENCE	FT.	931	$5.00	$4,655.00	$3.00	$2,793.00	$3.00	$2,793.00	$2.00	$1,862.00	$2.80	$2,606.80	$1.00	$931.00	$3.00	$2,793.00	$3.00	$2,793.00	$2.50	$2,327.50	$4.00	$3,724.00	$2.00	$1,862.00
40	SPEC	LANDSCAPE	LS	1	$25,000.00	$25,000.00	$21,500.00	$21,500.00	$50,000.00	$50,000.00	$18,000.00	$18,000.00	$9,968.00	$9,968.00	$29,000.00	$29,000.00	$7,228.00	$7,228.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$18,842.50	$18,842.50	$5,000.00	$5,000.00
41	SPEC	UNDERGROUND DETENTION SYSTEM	LS	1	$50,000.00	$50,000.00	$92,000.00	$92,000.00	$80,000.00	$80,000.00	$91,000.00	$91,000.00	$74,744.00	$74,744.00	$10,000.00	$10,000.00	$93,728.00	$93,728.00	$66,000.00	$66,000.00	$103,000.00	$103,180.00	$87,000.00	$87,000.00	$75,000.00	$72,100.00
		CONSTRUCTION TOTAL (AREA A INCLUDING STORM IMPROVEMENT AND RE-STRIPING EXISTING PARKING AREA) - SE LOT				**$372,333.50**		**$418,499.70**		**$436,078.50**		**$391,767.00**		**$395,770.50**		**$300,497.00**		**$384,262.00**		**$408,633.40**		**$470,800.85**		**$452,294.77** *2		**$468,839.50**
42	201	CLEARING AND GRUBBING	LS	1	$1,000.00	$1,000.00	$6,300.00	$6,300.00	$5,800.00	$5,800.00	$15,000.00	$15,000.00	$733.00	$733.00	$2,000.00	$2,000.00	$5,000.00	$5,000.00	$2,500.00	$2,500.00	$1,700.00	$1,700.00	$32,000.00	$32,000.00 *3	$2,900.00	$2,900.00
43	202	MISCELLANEOUS REMOVALS	LS	1	$1,000.00	$1,000.00	$2,500.00	$2,500.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$2,931.00	$2,931.00	$2,000.00	$2,000.00	$5,000.00	$5,000.00	$10,000.00	$10,000.00	$250.00	$250.00	$3,950.00	$3,950.00	$4,000.00	$4,000.00
44	202	PAVEMENT REMOVED	S.Y.	449	$10.00	$4,490.00	$18.25	$8,194.25	$3.75	$1,683.75	$6.00	$2,694.00	$8.00	$3,592.00	$6.00	$2,694.00	$14.00	$6,286.00	$20.00	$8,980.00	$17.50	$7,857.50	$23.35	$10,484.15	$11.00	$4,939.00
45	203	EXCAVATION AND EMBANKMENT CONSTRUCTION, AS PER PLAN	C.Y.	599	$30.00	$17,970.00	$41.00	$24,559.00	$16.00	$9,584.00	$40.00	$23,960.00	$32.00	$19,168.00	$30.00	$17,970.00	$10.00	$5,990.00	$30.00	$17,970.00	$31.50	$18,868.50	$42.50	$25,457.50	$71.00	$42,529.00
46	204	SUBGRADE COMPACTION AND PROOF ROLLING, AS PER PLAN	S.Y.	1853	$2.50	$4,632.50	$3.00	$5,559.00	$1.50	$2,779.50	$1.00	$1,853.00	$1.30	$2,408.90	$3.00	$5,559.00	$2.00	$3,706.00	$5.00	$9,265.00	$1.00	$1,853.00	$3.40	$6,300.20	$1.00	$1,853.00
47	204	EXCAVATION OF SUBGRADE AND STRUCTURAL EMBANKMENT, AS PER PLAN	C.Y.	155	$100.00	$15,500.00	$114.00	$17,670.00	$20.00	$3,100.00	$15.00	$2,325.00	$115.00	$17,825.00	$40.00	$6,200.00	$98.00	$15,190.00	$30.00	$4,650.00	$125.00	$19,375.00	$135.45	$20,994.75	$115.00	$17,825.00
48	304	AGGREGATE BASE, AS PER PLAN	C.Y.	402	$90.00	$36,180.00	$74.00	$29,748.00	$66.00	$26,532.00	$79.00	$31,758.00	$107.00	$43,014.00	$320.00	$128,640.00	$92.00	$36,984.00	$60.00	$24,120.00	$90.00	$36,180.00	$101.50	$40,803.00	$101.00	$40,602.00
49	301	ASPHALT CONCRETE BASE, PG64-22, (449)	C.Y.	139	$300.00	$41,700.00	$200.00	$27,800.00	$300.00	$41,700.00	$248.00	$34,472.00	$257.00	$35,723.00	$350.00	$48,650.00	$270.00	$37,530.00	$240.00	$33,360.00	$255.00	$35,445.00	$210.00	$29,190.00	$210.00	$29,190.00
50	407	NON-TRACKING TACK COAT	GAL	212	$6.00	$1,272.00	$4.00	$848.00	$8.00	$1,696.00	$12.00	$2,544.00	$1.40	$296.80	$5.00	$1,060.00	$6.00	$1,272.00	$5.00	$1,060.00	$11.50	$2,438.00	$2.00	$424.00	$2.00	$424.00
51	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	C.Y.	66	$300.00	$19,800.00	$272.00	$17,952.00	$330.00	$21,780.00	$350.00	$23,100.00	$375.00	$24,750.00	$340.00	$22,440.00	$307.00	$20,262.00	$280.00	$18,480.00	$332.00	$21,912.00	$249.00	$16,434.00	$249.00	$16,434.00
52	441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (449)	C.Y.	94	$290.00	$27,260.00	$225.00	$21,150.00	$310.00	$29,140.00	$290.00	$27,260.00	$293.00	$27,542.00	$330.00	$31,020.00	$278.00	$26,132.00	$250.00	$23,500.00	$276.00	$25,944.00	$245.00	$23,030.00	$245.00	$23,030.00
53	607	FENCE REMOVED AND REBUILT, TYPE CLT	FT.	592	$40.00	$23,680.00	$35.50	$21,016.00	$18.00	$10,656.00	$40.00	$23,680.00	$36.00	$21,312.00	$43.00	$25,456.00	$26.00	$15,392.00	$68.00	$40,256.00	$80.00	$47,360.00	$60.00	$35,520.00	$35.00	$20,720.00
54	607	CHAIN LINK FENCE	FT.	28	$50.00	$1,400.00	$93.00	$2,604.00	$83.00	$2,324.00	$36.00	$1,008.00	$36.00	$1,008.00	$52.00	$1,456.00	$37.00	$1,036.00	$200.00	$5,600.00	$84.00	$2,352.00	$80.00	$2,240.00	$63.00	$1,764.00
55	607	16' GATE, TYPE CL (16' DOUBLE)	EACH	1	$1,500.00	$1,500.00	$5,160.00	$5,160.00	$2,100.00	$2,100.00	$4,460.00	$4,460.00	$1,465.00	$1,465.00	$350.00	$350.00	$7,301.00	$7,301.00	$10,000.00	$10,000.00	$5,000.00	$5,000.00	$10,000.00	$10,000.00	$2,100.00	$2,100.00
56	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN	LS	1	$2,000.00	$2,000.00	$7,200.00	$7,200.00	$2,500.00	$2,500.00	$8,500.00	$8,500.00	$440.00	$440.00	$3,000.00	$3,000.00	$7,593.00	$7,593.00	$1,500.00	$1,500.00	$4,000.00	$4,000.00	$5,150.00	$5,150.00	$5,000.00	$5,000.00
57	625	CONNECTION, FUSED PULL APART	EACH	5	$150.00	$750.00	$100.00	$500.00	$20.00	$100.00	$110.00	$550.00	$146.00	$730.00	$800.00	$4,000.00	$480.00	$2,400.00	$205.00	$1,025.00	$112.00	$560.00	$100.00	$500.00	$230.00	$1,150.00
58	625	CONNECTION, UNFUSED PULL APART	EACH	5	$150.00	$750.00	$95.00	$475.00	$185.00	$925.00	$100.00	$500.00	$139.00	$695.00	$600.00	$3,000.00	$480.00	$2,400.00	$205.00	$1,025.00	$106.50	$532.50	$95.00	$475.00	$230.00	$1,150.00
59	625	LIGHT POLE FOUNDATION, 24" x 6' DEEP	EACH	5	$2,000.00	$10,000.00	$1,585.00	$7,925.00	$2,500.00	$12,500.00	$1,700.00	$8,500.00	$1,099.00	$5,495.00	$2,500.00	$12,500.00	$2,555.00	$12,775.00	$3,650.00	$18,250.00	$1,775.00	$8,875.00	$1,585.00	$7,925.00	$4,000.00	$20,000.00
60	625	DISTRIBUTION CABLE, MISC.: NO. 12 AWG 600 VOLT DISTRIBUTION CABLE	FT.	2598	$3.00	$7,794.00	$0.90	$2,338.20	$1.00	$2,598.00	$1.00	$2,598.00	$1.30	$3,377.40	$4.00	$10,392.00	$1.00	$2,598.00	$2.05	$5,325.90	$1.10	$2,857.80	$0.90	$2,338.20	$2.00	$5,196.00
61	625	NO. 12 AWG POLE AND BRACKET CABLE	FT.	510	$2.75	$1,402.50	$0.90	$459.00	$1.00	$510.00	$1.00	$510.00	$1.30	$663.00	$6.00	$3,060.00	$1.00	$510.00	$2.05	$1,045.50	$1.10	$561.00	$0.90	$459.00	$2.00	$1,020.00
62	625	CONDUIT, 1", 725.051	FT.	414	$15.00	$6,210.00	$1.30	$538.20	$5.50	$2,277.00	$1.50	$621.00	$1.90	$786.60	$4.00	$1,656.00	$1.00	$414.00	$6.95	$2,877.30	$1.50	$621.00	$1.30	$538.20	$8.00	$3,312.00
63	625	CONDUIT, 2", 725.051	FT.	177	$25.00	$4,425.00	$2.00	$354.00	$9.00	$1,593.00	$3.00	$531.00	$2.90	$513.30	$5.00	$885.00	$2.00	$354.00	$7.85	$1,389.45	$2.25	$398.25	$2.00	$354.00	$9.00	$1,593.00
64	625	TRENCH	FT.	591	$10.00	$5,910.00	$12.50	$7,387.50	$8.00	$4,728.00	$14.00	$8,274.00	$7.30	$4,314.30	$6.00	$3,546.00	$32.00	$18,912.00	$20.00	$11,820.00	$17.00	$10,047.00	$12.50	$7,387.50	$23.00	$13,593.00
65	625	GROUND ROD	EACH	5	$350.00	$1,750.00	$110.00	$550.00	$275.00	$1,375.00	$120.00	$600.00	$161.00	$805.00	$80.00	$400.00	$183.00	$915.00	$525.00	$2,625.00	$125.00	$625.00	$110.00	$550.00	$600.00	$3,000.00
66	625	UNDERGROUND WARNING/MARKING TAPE	FT.	591	$1.50	$886.50	$0.30	$177.30	$1.00	$591.00	$0.60	$591.00	$0.44	$260.04	$0.60	$354.60	$3.00	$1,773.00	$1.80	$1,063.80	$0.35	$206.85	$0.30	$177.30	$2.00	$1,182.00
67	625	REMOVAL OF LUMINAIRE AND REERECTION	EACH	5	$250.00	$1,250.00	$1.00	$5.00	$330.00	$1,650.00	$900.00	$4,500.00	$1.40	$7.00	$150.00	$750.00	$402.00	$2,010.00	$275.00	$1,375.00	$600.00	$3,000.00	$100.00	$500.00	$313.00	$1,565.00
68	625	REMOVE AND REERECT EXISTING LIGHT POLE	EACH	5	$1,000.00	$5,000.00	$900.00	$4,500.00	$330.00	$1,650.00	$990.00	$4,950.00	$1,319.00	$6,595.00	$400.00	$2,000.00	$1,059.00	$5,295.00	$1,250.00	$6,250.00	$1,000.00	$5,000.00	$1,300.00	$6,500.00	$1,400.00	$7,000.00
69	642	PARKING LOT STALL MARKING, TYPE 1	FT.	1752	$2.00	$3,504.00	$1.50	$2,628.00	$1.50	$2,628.00	$0.50	$876.00	$1.80	$3,153.60	$0.60	$1,051.20	$2.00	$3,504.00	$1.48	$2,592.96	$0.65	$1,138.80	$1.48	$2,592.96	$1.50	$2,628.00
70	659	SEEDING AND MULCHING, CLASS 1 (LAWN MIXTURE), AS PER PLAN	S.Y.	750	$3.00	$2,250.00	$1.00	$750.00	$5.00	$3,750.00	$3.00	$2,250.00	$4.20	$3,150.00	$4.50	$3,375.00	$2.00	$1,500.00	$3.00	$2,250.00	$2.50	$1,875.00	$0.55	$412.50	$14.40	$10,800.00
71	832	INLET PROTECTION (12' PER INLET X 3 INLETS)	FT.	36	$12.00	$432.00	$17.00	$612.00	$40.00	$1,440.00	$10.00	$360.00	$2.90	$104.40	$10.00	$360.00	$15.00	$540.00	$100.00	$3,600.00	$22.00	$792.00	$52.44	$1,887.84	$18.50	$666.00
		CONSTRUCTION TOTAL (AREA B) - NE LOT				**$251,698.50**		**$227,459.45**		**$203,690.25**		**$241,825.00**		**$232,858.34**		**$345,824.80**		**$250,574.00**		**$273,755.91**		**$267,625.20**		**$294,575.10** *4		**$287,165.00**
73	201	CLEARING AND GRUBBING	LS	1	$1,000.00	$1,000.00	$6,300.00	$6,300.00	$5,800.00	$5,800.00	$9,000.00	$9,000.00	$1,500.00	$1,500.00	$2,500.00	$2,500.00	$5,000.00	$5,000.00	$2,500.00	$2,500.00	$3,500.00	$3,500.00	$33,000.00	$33,000.00	$2,300.00	$2,300.00
74	202	MISCELLANEOUS REMOVALS	LS	1	$1,000.00	$1,000.00	$2,500.00	$2,500.00	$2,000.00	$2,000.00	$3,000.00	$3,000.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00	$5,000.00	$5,000.00	$10,000.00	$10,000.00	$1,500.00	$1,500.00	$1,530.00	$1,530.00	$2,100.00	$2,100.00
75	202	REMOVAL MISC.: CHARGING POST AND WIRING REMOVED AND RESET	EACH	2	$1,500.00	$3,000.00	$1,200.00	$2,400.00	$1,800.00	$3,600.00	$1,000.00	$2,000.00	$1,500.00	$3,000.00	$800.00	$1,600.00	$2,738.00	$5,476.00	$5,000.00	$10,000.00	$1,100.00	$2,200.00	$1,080.00	$2,160.00	$1,100.00	$2,200.00
76	202	PAVEMENT REMOVED	S.Y.	468	$10.00	$4,680.00	$18.25	$8,541.00	$6.50	$3,042.00	$6.00	$2,808.00	$7.90	$3,697.20	$18.00	$8,424.00	$14.00	$6,552.00	$20.00	$9,360.00	$14.50	$6,786.00	$22.00	$10,296.00	$12.00	$5,616.00
77	203	EXCAVATION AND EMBANKMENT CONSTRUCTION, AS PER PLAN	C.Y.	321	$30.00	$9,630.00	$41.00	$13,161.00	$19.00	$6,099.00	$35.00	$11,235.00	$43.00	$13,803.00	$30.00	$9,630.00	$13.00	$4,173.00	$30.00	$9,630.00	$35.00	$11

Z:\project\Hamilton\ColerainTownship\HAM-COL-2405CommunityCenterParkingConcepts\HAMCOL2405 Concept.dwg, 18-Aug-24, 35925 PM

ChoiceOne Engineering

SIDNEY, OHIO 937.497.0200
LOVELAND, OHIO 513.239.9554
WWW.CHOICEONEENGINEERING.COM

COLERAIN TOWNSHIP COMMUNITY CENTER PARKING
COLERAIN TOWNSHIP, HAMILTON COUNTY
SCHEMATIC PLAN

REVISIONS:

FILE NAME	001
DRAWN BY	JLH
CHECKED BY	NWS
PROJECT No.	HAMCOL2405
DATE	07-18-2024
SHEET NUMBER	1 OF 1

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

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

Motion to authorize the Township Administrator to execute an agreement with CivicPlus software for the Recreation Management on-line reservation tool

Recommend ADOPTION of the Motion.

Rationale:

CivicPlus is the current software provider for the Public Services on-line shelter and field reservation system. This agreement is a one-year renewal of the previous contract in the amount of $6,025.02. It is recommended that the board approves this motion in order to continue providing seamless customer service to our users.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-109610-1
Date: 10/10/2025 9:48 AM
Expires On: 11/5/2025

Client:
Colerain Township, OH

Bill To:
COLERAIN TOWNSHIP (HAMILTON COUNTY), OHIO

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Thomas Trapp		thomas.trapp@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Recreation Management External Processor Activity Fee	Annual maintenance and support fee for external processors: Authorize.net	USD 500.00
1.00	Recreation Management Annual Fee	Recreation Management Annual Fee	USD 5,525.02

Total Investment - Initial Term	USD 6,025.02
Annual Recurring Services (Subject to Uplift)	USD 6,025.02

Initial Term	11/5/2025 - 11/4/2026, Renewal Term 11/5 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-109610-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

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

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

Recommend 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.

AGREEMENT FOR SNOW REMOVAL
FROM DEDICATED BUT UNACCEPTED STREETS

THIS AGREEMENT made this 24th day of November, 2025 by and between, M/I Homes of Cincinnati, LLC whose address is 9349 Waterstone Blvd., Ste 100, Cincinnati, 45249, ("Owner"), and COLERAIN TOWNSHIP BOARD OF TRUSTEES (the "Township").

WHEREAS, Owner has dedicated the following streets within Colerain Township, Hamilton County, Ohio as township streets, from which Owner desires to have the Township remove snow and ice as needed, but the same have not yet been accepted by the Hamilton County Commissioners:

SUBDIVISION NAME	STREET NAME	LINEAL FEET
Abbeytown	Abbeytown Drive	3,070

TOTAL LINEAL FEET 3,070

WHEREAS, until acceptance, Owner is responsible to keep said streets clear of snow and ice, and to bear all of the costs connected therewith; and

WHEREAS, if the Owner fails to keep the said roads clear of snow and ice, Ohio Revised Code Section 505.82 provides, among other things, that in the event of an emergency, the Township may remove ice and snow from dedicated but unaccepted streets but must give or attempt to give prior notice to the Owner, and must charge the Owner all actual costs incurred thereby; and

WHEREAS, Owner and Township recognize that the streets must be open and passable for the safety of the persons who reside thereon; and

WHEREAS, Owner and Township desire to establish an arrangement whereby the said streets can be cleared by the Township in a timely and efficient basis with costs to be charged to the Owner by the Township, without the procedures set out in Sec. 505.82, including the declaration of an emergency and prior notice to the Owner.

NOW, THEREFORE, the parties agree as follows:

1. Owner hereby requests that the Township clear ice and snow from the streets identified above, and Township hereby agrees to do so, effective _____. Owner agrees to give Township a plat or print on which Owner has highlighted the streets or portions thereof to be cleared.

2. Owner authorizes the Township to enter upon said streets with its snow plow/salt trucks, and Owner agrees to keep the said streets free of debris, wires, building materials,

construction equipment, and other obstructions which could hinder or damage the Township's snow plows/salt trucks.

3. Owner releases and agrees to hold the Township harmless from any and all liability for loss of damage to the street or to structures in the street which may result from the Township's snow plow/salt trucks, including possible damage from salt and ice melting chemicals.

4. The decision as to when and if the said streets are to be plowed and/or salted and/or inspected, and the frequency thereof, shall be solely the Townships, as determined by the Township Public Services Assistant Director and/or assigned employees.

5. The parties agree that TEN CENTS ($0.10) PER LINEAL FOOT of street PER TRAVERSE (or trip) by snow plow/salt truck is a fair and reasonable charge for the services to be rendered hereunder by the Township to the Owner, and Owner agrees to pay said sum to the Township promptly upon the Township's billing therefore. In the event that Owner fails or refuses to pay the sums agreed upon hereunder, the Owner consents and agrees that the Township shall certify the unpaid charges to the Hamilton County Auditor, who shall place the charges upon a special duplicate to be collected as other taxes against the Owner's property described above, and returned to the township general fund.

6. Owner waives the notice and other formal requirements and procedures set out in Ohio Revised Code Section 505.82 relating to snow removal by the Township from Owner's streets, and reimbursement for the Township's costs incurred in connection therewith.

7. The term of this agreement is from the date written above until May 1, 20 26, or until acceptance of said streets by the Hamilton County Commissioners, whichever shall occur first. Provided, nevertheless, this agreement may be terminated by either party upon written notice given to the other.

8. This document contains the entire agreement of the parties. It supersedes all prior and oral agreements and understanding of the parties, and may be amended only in writing.

WITNESS our hands on the date first written above.

COLERAIN TOWNSHIP
BOARD OF TRUSTEES

By: _____

_____

Date: _____

OWNER:

By: Ryan Taggart

Ryan Taggart

Date: 11/24/2025

PUBLIC SERVICES

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

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

Motion Authorizing Township Administrator to Execute an Agreement with Choice One Engineering for Design and Engineering of Amarillo Court Stormwater Drainage Improvements in the amount of $74,750

Recommend ADOPTION of the Motion.

Rationale:

This contract is necessary to complete the Amarillo Court Stormwater improvements project. This project and the engineering costs are eligible for grant reimbursements through SCIP and Hamilton County.

Choice One Engineering

Date
December 2, 2025

Attention
Tawanna Molter
tmolter@colerain.org

Address
Colerain Township
4200 Springdale Road
Cincinnati, OH 45251

Subject
Agreement for Professional Services
Amarillo Court Reconstruction
HAM-COL-2507

Dear Ms. Molter:

Choice One Engineering Corporation appreciates the opportunity to provide services for the Amarillo Court Reconstruction project.

This Agreement is by and between Colerain Township, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute and return to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office via email or hard copy.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of five pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

Colerain Township

_____
Authorized Signature

_____
Date

Choice One Engineering Corporation

Bradley A. Warnock, P.E., Project Manager

12/02/2025
Date

W. Central Ohio/E. Indiana
440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky
6279 Tri-Ridge Blvd., Suite 100
Loveland, OH 45140
513.239.8554 Phone

WWW.CHOICEONEENGINEERING.COM

Scope of Services

Project Snapshot

Choice One intends to prepare construction plans for the reconstruction of Amarillo Court, including drainage improvements in Colerain Township, Hamilton County, Ohio.

Project Details

- The Township plans to reconstruct Amarillo court for its entire length (approximately 650') and add a detention pond on Township owned property to mitigate the flooding issues on Amarillo Court.
- The Township plans to fund the project using a combination of Hamilton County storm water grant money, OPWC funds (if awarded), and local funds. Construction is planned for fiscal year 2026.
- The preliminary construction estimate for the project is approximately $700,000.
- The road will be constructed 24' back of curb to back of curb.
- The pavement section will conform to the pavement and aggregated depths specified in the Hamilton County standard drawing (HCSD-200.02) for a local roadway section.
- Geotechnical investigation by a geotechnical engineer is not in this scope of work.
- Concrete curb and gutter will be replaced with the project.
- Sidewalks and curb ramps will be replaced with this project and will meet ADA requirements.
- Drive aprons will be replaced per Hamilton County's standard, with cross sections at each drive to indicate the tie-in slopes.
- No changes at the intersection of Niagara are expected.
- The road's reconstruction is anticipated to follow the existing alignment as closely as possible. The profile of the road will be adjusted to enhance the drainage of the corridor.
- Specifications will be handled by ODOT and Hamilton County standards.
- The anticipated design speed is 25 miles per hour. The road's speed limit is 25 miles per hour.
- The construction plans will include new storm sewer for the roadway. All other utilities are expected to remain in their existing condition, unless relocations are needed for storm sewer installation.
- The storm sewer design for the project will need to be approved by Hamilton County. Choice One will facilitate reviews with Hamilton County.
- Underdrains will be provided behind the new curb through the corridor.
- Storm sewer and detention will be designed as part of this project.
- Storm water management design and drainage analysis will be included for this project.
- Included in this scope, Choice One will provide storm water management calculations and coordinate with the Hamilton County Engineer as needed due to the detention and outlet directly to the stream.
- Maintenance of Traffic will be covered by general notes and ODOT's standard construction drawings. Traffic will be maintained by flaggers. Access to and from all residents will be maintained for the duration of the project.
- Choice One will contact affected utility companies directly to request basemaps to confirm the utilities marked by OUPS. Choice One will flag potential utility relocations and impacts for discussion with the Township.
- No lighting has been included in this scope.
- No offsite utility extensions will be included in this project.
- No retaining wall design is anticipated and therefore not included in this project.
- No environmental investigation is included in this scope.
- Permanent right-of-way acquisition is not expected and Right-of-Way plan preparation is not included in this scope of work, but may be added as an amendment to the scope if necessary.
- Temporary right-of-way and work agreements needed for tie-ins will be the responsibility of the Township.
- Landscaping has not been included in this scope, but can be added for an additional fee if requested by the Township.
- Construction bidding procedures will be included in this project.

- A Storm Water Pollution Prevention Plan (SWPPP) will be completed.
- Choice One will assist the Township with acquiring an Ohio EPA Notice of Intent permit.
- Choice One will walk the project with the client when 50% plans have been completed.
- Review of shop drawings and submittals will be reviewed under Construction administration phase as requested by the Township.

Project Services

1. **Topographic Survey**
    a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
    b. Perform necessary deed and plat research.
    c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates and NAVD 88.
    d. Field reconnaissance and traverse of existing monumentation.
    e. Identify visible features from 10' beyond right-of-way for both sides including utilities and drainage.
    f. Provide roadway cross-sections every 50', at driveways, and other critical areas.
    g. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition including the identification of the drainage outlet.
    h. Locate underground utilities as marked by the appropriate utility companies.
    i. The location of existing right-of-way lines is anticipated to be a factor for the project design. Boundary resolution of the properties along the route will be completed to show location of existing right-of-way lines and adjacent property lines based on existing monumentation, plats, deeds, and other readily-available information.
    j. Provide one foot contour intervals.
    k. Completed topographic survey shall be provided in AutoCAD format.
2. **Construction Plans**
    a. Design Construction plans to include
        i. Title Sheet
        ii. Typical sections
        iii. Site Plan to develop Storm Water Pollution Prevention Plan
        iv. General Notes and Details
        v. Intersection Details
        vi. Quantity Summary and Engineer's Estimate
        vii. Plan and Profile (Scale 1"=20' horizontal, 1"=5' vertical)
        viii. Storm Sewer and Detention Pond Plan
        ix. Maintenance of traffic notes and details
        x. Pavement markings and signage plan
3. **Construction Bidding Process**
    a. Prepare bidding documents for the bidding process to be sold online, for free, or at Choice One's office with the cost to be reimbursed to Choice One by contractor's purchase of plans and documents.
    b. Provide assistance in the bidding process including answering questions during the bidding phase from the Client, contractors, and suppliers, including material alternatives and intent of the plans, general notes, and specifications.
    c. Process addenda, if necessary.
    d. Attend bid opening.
    e. Review bids and contractor qualifications.
    f. Prepare bid tabulations.
    g. Check System for Award Management (SAM) database prior to award to ensure contractor is not suspended or debarred.
    h. Check Ohio Auditor of State's website for unresolved findings.
    i. Prepare contracts for successful bidder.

4. **Construction Administration Services**
    a. *Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.*
        i. Produce additional plans for successful contractor and Client.
        ii. Attend preconstruction meeting and provide minutes to attendees.
        iii. Respond to Contractor's questions.
        iv. Administrate plan interpretation for contractor and Client during construction, as required.
        v. Attend meetings at the request of the Client with contractor.
        vi. Review and approve pay requests.
        vii. Process necessary change orders.
        viii. Conduct final inspection and provide a punch list.
        ix. Review site/civil shop drawings.
        x. Attend final walkthrough with Client and contractor.

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Sanitary Sewer Design
2. Traffic Signal Design
3. Traffic Impact Studies
4. Traffic Data Collection
5. Detailed Maintenance of Traffic Plans
6. Landscape Architecture
7. Boundary Survey
8. Off-Site Utility Extension
9. Construction Layout Staking
10. Easement and Right-of-Way Plats or Descriptions
11. Record Drawings
12. Construction Observation

Client Responsibilities

- Payment of all development and other agency-related fees.
- Provide Storm Water Notice of Termination.
- Provide benchmark data, traverse data, and related notes, if available.
- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination.

Compensation & Schedule

Compensation

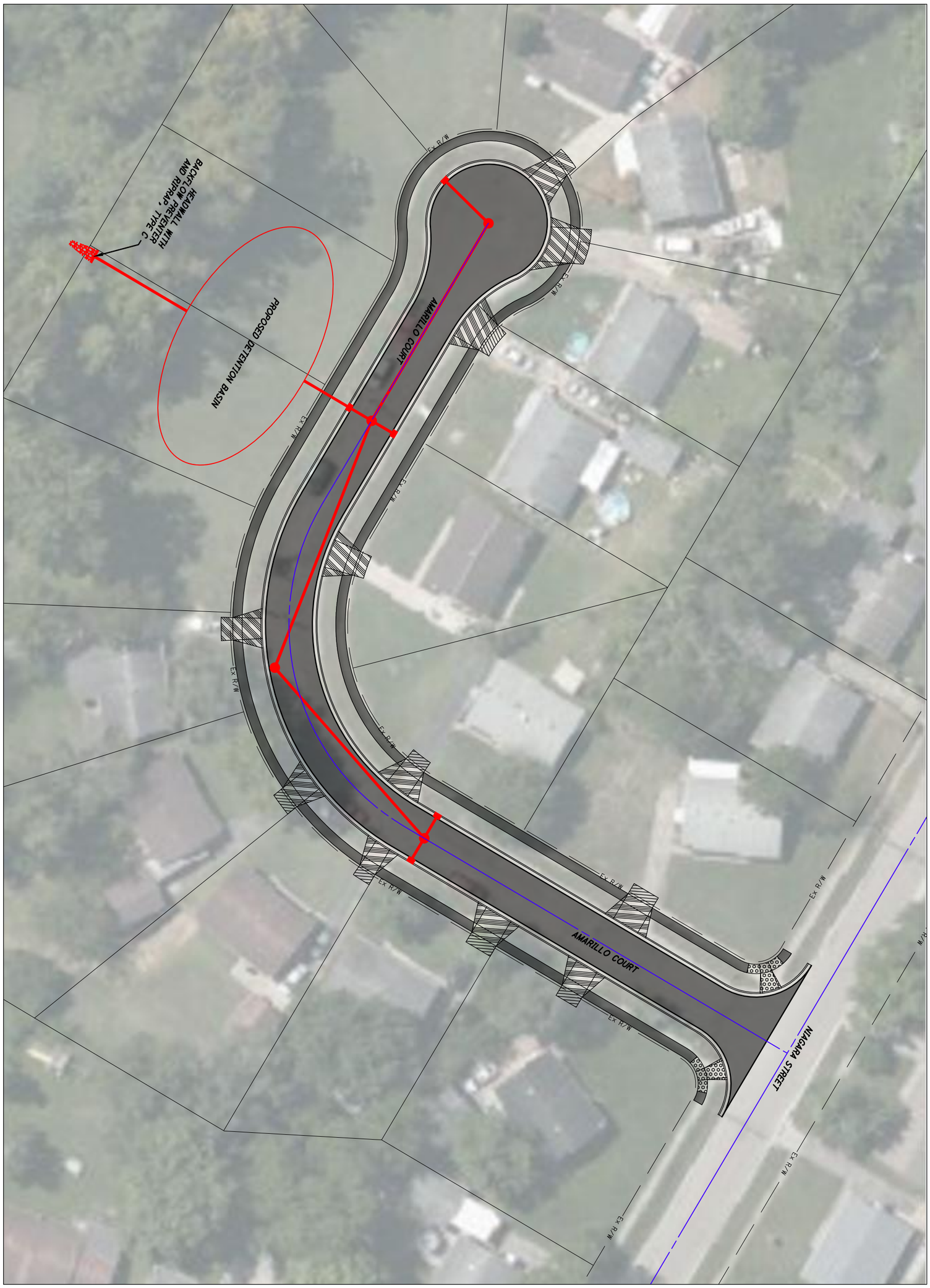
Lump Sum Fee Schedule	
Topographic Survey	$6,500.00
Construction Plans	$64,500.00
Construction Bidding Procedures	$3,750.00
Total	**$74,750.00**
Construction Administration Services	*Hourly Upon Request*

Schedule

Choice One will have construction plans ready to bid by July 1, 2026 assuming authorization is complete by January 30, 2026.

This agreement is valid for 60 days prior to being executed by the Client. After 60 days, Choice One reserves the right to modify the fee and schedule, as necessary.

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SCALE IN FEET
0 10 20 40

AMARILLO COURT
COLERAIN TOWNSHIP
CONCEPTUAL PLAN

SIDNEY, OHIO 937.497.0200
LOVELAND, OHIO 513.239.8554
www.CHOICEONEENGINEERING.com
Choice One Engineering

SHEET NUMBER	1 OF 1
DATE	08-19-24
PROJECT No.	HAMCOL2403
CHECKED BY	NNS
DRAWN BY	BAW
FILE NAME	CONCEPT
REVISIONS:	

Services Choice One Engineering Corporation (Choice One) will perform services for the Project as set forth in the Choice One agreement and in accordance with these Terms & Conditions. Choice One has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Choice One in performing their services.

Additional Services The Client and Choice One acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Choice One will notify the Client of the need for additional services and the Client will pay for such additional services at an hourly rate or as agreed to by the Client and Choice One.

Project Requirements The Client will confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they will be furnished to Choice One at Project inception. Choice One will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Period of Service Choice One will perform the services for the Project with due and reasonable diligence consistent with normal professional practices according to the Project Schedule. Should Choice One discern that the schedule cannot be met for any reason, Choice One will notify the Client as soon as practically possible.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Choice One, the Client agrees to the fullest extent permitted by law, to limit the liability of Choice One for any and all damages or claim expenses arising out of this agreement, from any and all causes, to $50,000 or the fee realized by Choice One for the Project, whichever is greater.

Compensation In consideration of the services performed by Choice One, the Client will pay Choice One in the manner set forth in the Choice One agreement. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation will be reasonably adjusted for delays or extensions of time beyond the control of Choice One.

Payment Terms Choice One will submit monthly invoices for services performed and Client will pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting any billing or portion thereof. Choice One will be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to Choice One is not contingent on arrangement of project financing. Invoice payment delayed beyond sixty (60) calendar days will give Choice One the right to suspend services until payments are current. Nonpayment beyond seventy (70) calendar days will be just cause for termination by Choice One.

Amendment This Agreement may not be amended except in writing and executed by both Choice One and Client. No alterations or modifications to these Terms and Conditions will be effective unless affirmatively contained in the signed amendment.

Assignment Neither party will assign its rights, interests or obligations under the Project without the express written consent of the other party.

Authorized Representatives The officer assigned to the Project by Choice One is the only authorized representative to make decisions or commitments on behalf of Choice One. The Client will designate a representative with similar authority.

Betterment If, due to Choice One's error or omission, any required item or component of the project is omitted from Choice One's construction documents, Choice One will not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will Choice One be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

Buried Utilities Where applicable to the Project, Choice One will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by Choice One will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information on which Choice One relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against Choice One for damages to underground improvements resulting from subsurface penetration locations established by Choice One, except for damages caused by the sole negligence or willful misconduct of Choice One.

Compliance with Laws Choice One will perform its services consistent with normal professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Choice One will be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Consequential Damages Neither the Client nor Choice One will be liable to the other for any consequential damages regardless of the nature or fault.

Construction Observation, If Applicable Construction observation will consist of visual observation of materials, equipment, or construction services for the purpose of ascertaining that the service is in general conformance with the Contract Documents. Such observation will not be construed as relieving the parties under contract in any way from their obligations and responsibilities under the Contract Documents. Specifically, observation will not require Choice One to assume responsibilities for the means and methods of construction. The Client has not retained Choice One to make detailed inspections or to provide exhaustive or continuous project review and observation services. Choice One does not guarantee the performance of, and will have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier, or any other entity furnishing materials or performing any services on the project.

Cost Estimates or Opinions Choice One may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Choice One acknowledge that actual costs may vary from the cost estimates or opinions prepared and that Choice One offers no guarantee related to the Project cost.

Defects in Service The Client will promptly report to Choice One any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and will require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify Choice One will relieve Choice One of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Delays The services of each task will be considered complete when deliverables for the task have been presented to the Client. Choice One will be entitled to an extension of time and compensation adjustment for any delay beyond Choice One's control.

Design Without Construction Administration The Client acknowledges that there could be misinterpretations of Choice One Design Documents during construction, which could lead to errors and subsequent loss or damage. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against Choice One that may be in any way connected hereto.

Dispute Resolution In the event of a dispute between Choice One and Client arising out of or related to this Agreement, the aggrieved party will notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party will nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should such negotiation fail to resolve the dispute, the Client and Choice One agree that all disputes will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

During the pendency of any dispute, the parties will continue diligently to fulfill their respective obligations hereunder.

Environmental Matters The Client warrants they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Choice One will be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client will indemnify Choice One from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Choice One.

Governing Law The terms of agreement will be governed by the laws of the state where the services are performed provided that nothing contained herein will be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Hiring of Personnel Client may not directly hire any employee of Choice One. Client agrees that it shall not, directly or indirectly solicit any employee of the Engineer from accepting employment with Client, affiliate companies, or competitors of Engineer.

Information from Other Parties The Client and Choice One acknowledge that Choice One will rely on information furnished by other parties in performing its services under the Project. Choice One will not be liable for any damages that may be incurred by the Client in the use of third party information.

Insurance Choice One will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation: As required by applicable state statute
- Commercial General Liability: $1,000,000 per occurrence (bodily injury including death and property damage) $2,000,000 aggregate
- Automobile Liability: $1,000,000 combined single limit for bodily injury and property damage
- Professional Liability: $2,000,000 per claim and $2,000,000 aggregate

The Client will make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Choice One will be a named insured on those policies where Choice One may be at risk.

Permits and Approvals Choice One will assist the Client in preparing applications and supporting documents as identified in the scope of services for the Client to secure permits and approvals from agencies having jurisdiction over the Project. Assistance in applying for permit applications by Choice One does not guarantee approval of the permits by the jurisdictional regulatory authorities. The Client agrees to pay all application and review fees.

Reuse of Documents All documents prepared by Choice One pursuant to this Agreement are instruments of service as part of the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Choice One for the specific purpose intended will be at the Client's risk and without liability or legal exposure to Choice One. Any verification or adaptation requested by the Client to be performed by Choice One will entitle Choice One to further compensation at rates to be agreed upon by the Client and Choice One.

Safety Choice One will be responsible solely for the safety precautions or programs of its employees and no other party. In no event will Choice One be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Severability Any provision of these terms later held to violate any law will be deemed void and all remaining provisions will continue in force. In such event, the Client and Choice One will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Site Access The Client will obtain all necessary approvals for Choice One and subcontractors to access the Project site(s).

Standard of Care Services provided by Choice One will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care will exclusively be judged as of the time the services are rendered and not according to later standards.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Choice One will survive the completion or termination of services for the Project.

Suspension of Work The Client may suspend services performed by Choice One with cause upon seven (7) calendar days documented notice. Choice One will submit an invoice for services performed up to the effective date of the work suspension and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days. Choice One will be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Choice One may terminate services on the Project upon seven (7) calendar days documented notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Choice One will submit an invoice for services performed up to the effective date of termination and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days.

Time Bar To Legal Action All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder will be barred and under no circumstances will any such claim be initiated by either party after three (3) years have passed from the date of Choice One's final invoice, unless Choice One's services will be terminated earlier, in which case the date of termination of this Agreement will be used.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions will not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Discussion - Meeting Cadence for 2026

Staff seeks direction on this issue.

Rationale:

In 2025, the Trustees opted to start the regular meetings of the board at 6pm with the business portion of the meeting and to forego executive session until the conclusion of the meeting. The purpose of this agenda item is to have a discussion on the desire of the Trustees to continue with this structure for 2026, revert back to the prior structure of starting the meeting at 6pm with executive session and having the business portion start at 7pm, or to explore any other potential meeting start times/procedures.

In addition, staff has analyzed the meetings over the past year and would recommend that the Trustees have a further conversation about the overall structure of the meetings. Staff would recommend that the Trustees consider changing the second working meeting of the month to a Town Hall style meeting. At this Town Hall style meeting, there would not be a set agenda of action items. There would also be minimal staff presence at the meeting. The purpose of the meeting would be to allow for direct dialog between the Trustees and the public on issues. Should a topic arise that requires further conversation or action, the Trustees could then indicate to staff that they would like a presentation or action item on the next working meeting's agenda.

Finally, staff has researched best practices on holding public hearings and is recommending that the format of public hearings be changed in 2026 to follow the cadence listed below. The purpose of these changes is to receive immediate and consistent feedback on a case and to take action immediately at the conclusion of the public hearing, rather than making the applicant and public wait until a later point in the agenda.

1. Trustees open the public hearing;
2. Law Director swears in anyone wishing to speak at the public hearing;
3. Staff presents the case;
4. The applicant on the issue in question is provided an opportunity to give an overview of the project or request;
5. All in attendance wishing to speak are permitted to provide feedback, ask questions, or add testimony;
6. The applicant is then provided an opportunity to answer questions from the public and/or questions from the Trustees;
7. The Trustees close the public hearing;
8. The Trustees immediately deliberate on the case;
9. The Trustees take action on the case.

Ultimately, the feedback from the Trustees on these three question areas will be incorporated into an updated Trustee Rules of Procedure document that is renewed annually at the Organizational Meeting of the Board of Trustees.

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #6: Continuously Improve the Operations of the Township

Motion to Appoint the Worker Member of the Colerain Township - City of Cheviot Joint Economic Development District Board

Recommend ADOPTION of the Motion.

Rationale:

The current Worker Member of the JEDD Board, Carrie Steely, no longer works for Liberty Nursing. To fill her unexpired term, Liberty Nursing recommends the appointment of their new Administrator, Robert Burns.

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

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

Motion Authorizing the Adoption of Amended Appropriations - 2025

Recommend ADOPTION of the Resolution.

Rationale:

Adoption of the Resolution would authorize the following adjustments to the 2025 budget:

Increase Fund 2081 (Police) by $4,000 for property insurance premiums.
Increase Fund 2111 (Fire) by $50,000 for payroll and related expenses.
Increase Fund 2901 (TIF- Kroger) by $1,997 to align appropriations with debt service obligations.
Increase Fund 2911 (Parks) by $24,000 for property insurance premiums.
Increase Fund 2911 (Parks) by $60,471 for OPERS and payroll expenses.
Increase Fund 2281 (Ambulance and EMS Services) by $99,067 for OP&F and full-time payroll expenses.
Increase Fund 6001 (Self-insurance ISF) by $450,000 for December invoices.

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

Mrs. Cathy Ulrich, Mr. Daniel Unger, Mr. Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 25

RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS FOR THE YEAR 2025

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 permanent appropriations for the year ending December 31, 2025, to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	APPROPRIATIONS
1000	General	9,392,455
2011	Motor Vehicle License Tax	758,922
2021	Gasoline Tax	792,958
2031	Road and Bridge	2,304,815
2081	Police District	11,979,880
2111	Fire District	17,837,010
2181	Zoning	516,021
2231	Permissive Motor Vehicle License Tax	871,944
2261	Law Enforcement Trust	211,100
2271	Enforcement and Education	2,000
2274	American Rescue Plan	6.42
2281	Ambulance And Emergency Medical Services	1,569,005
2401	Special Assessment - Lighting Districts	165,360
2402	CDBG Sidewalk Maintenance Fund	30,000
2901	TIF - Kroger	417,655.60
2902	Recycling Incentive	112,475
2903	TIF - Colerain Towne Center	528,406
2904	TIF - Duke	205,000

2905	TIF - Northridge	71,814
2906	Sidewalk Waiver	34,949.99
2907	TIF – Dunlap Grove	294,280
2908	CDBG Com Dev Block Grant	100,000
2909	One Ohio Opioid Settlement	50,000
2910	TIF - Zillig	29,000
2911	Parks & Services	1,440,976
2912	Community Center	326,999
2913	TIF - Abbeytown	290,000
2914	TIF - Hunters Ridge	67,000
2915	TIF - Lake Gloria	16,033
2916	TIF - Crosley Meadows	274,141
2917	TIF - Copper Creek	35,289
2918	TIF - Pottinger	-
2919	TIF- Staverman Farms	-
3101	Bond Retirement	732,175
4101	Capital Project- Fire Fund	1,607,830
6001	Self-Insurance Fund	3,118,066

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 _____, Mr. Wahlert _____,

ADOPTED this _____ day of December 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 December 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

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

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

Motion Authorizing Township Administrator to Enter into Agreement with Habitat for Humanity for Home Repair Program

Recommend ADOPTION of the Motion.

Rationale:

The Township was awarded $100,000 in Community Development Block Grant (CDBG) Funds to contract with a third-party home rehabilitation entity to fund major repairs that are beyond the means of the owners. The goal of the program is to rehabilitate 1-2 homes with this funding that are currently blighted or in need of major repairs.

The Township issued an RFP for these services and received two responses that are attached. One from People Working Cooperatively and one from Habitat for Humanity.

Based on the staff review of the proposals and the requirements of CDBG, staff is recommending awarding the program to Habitat for Humanity.

Colerain Township Home Repair Assistance Program

Proposal – Pilot Program

November 14, 2025

Habitat for Humanity® Greater Cincinnati

4910 Para Drive
Cincinnati, OH 45237
(513) 621-4147
www.habitatcincinnati.org

Habitat for Humanity® Greater Cincinnati

We build strength, stability, and self-reliance through shelter.

November 14, 2025

Jeff Weckbach, Township Administrator
Colerain Township
4200 Springdale Road
Cincinnati, OH 45251

Re: Proposal Submission – Home Repair Assistance Program Pilot

Dear Mr. Weckbach,

On behalf of Habitat for Humanity of Greater Cincinnati (HFHGC), I am pleased to submit our proposal to partner with Colerain Township to administer the Home Repair Assistance Program Pilot funded through Community Development Block Grant (CDBG) dollars. We share the Township's goal of helping residents—particularly seniors, individuals with disabilities, and low-income homeowners—live safely and independently in their homes through critical health, safety, and accessibility repairs.

For nearly four decades, HFHGC has brought people together to build homes, communities, and hope across a nine-county region. Our experienced repair team currently manages multiple federal and state-funded housing rehabilitation programs, including the Clermont County Lead Safe Ohio Program, the Hamilton County Lead Safe Ohio Program, and the ARPA-Funded Home Repair Program supported by Habitat for Humanity of Ohio. Collectively, these initiatives will complete over 200 home repairs between 2024 and 2025—experience that uniquely positions HFHGC to deliver the Township's pilot program efficiently, compliantly, and with measurable community impact.

We envision a close working relationship with Colerain Township staff to identify eligible homeowners, coordinate repairs with trusted local contractors, and ensure that all work meets CDBG standards. With a strong network of community partners, trained personnel, and RRP-certified repair staff, HFHGC is ready to launch this pilot program and demonstrate a sustainable model for preserving the Township's existing housing stock.

We appreciate the opportunity to submit this proposal and welcome the chance to discuss how our partnership can improve housing safety and quality of life for Colerain Township residents.

Sincerely,

Joe Hansbauer, CEO
joe.hansbauer@habitatcincinnati.org

EQUAL HOUSING OPPORTUNITY

2. Organizational Overview

Habitat for Humanity of Greater Cincinnati (HFHGC) is a nonprofit housing organization whose mission is to bring people together to build homes, communities, and hope. Founded in 1986 through the merger of several local Habitat affiliates, HFHGC now serves a nine-county region across Southwestern Ohio, Northern Kentucky, and Southeastern Indiana. As one of the top 40 of over 1,100 Habitat affiliates nationwide, HFHGC has built, rehabilitated, and repaired hundreds of homes in partnership with local governments, community organizations, and volunteers to ensure that all families have a safe, decent, and affordable place to live.

Since its founding, HFHGC has mobilized thousands of volunteers and community partners to create stable, thriving neighborhoods. HFHGC aims to address the full spectrum of housing needs from new construction to critical home repairs and workforce development. HFHGC's programs include the following:

- The **Affordable Homeownership Program** creates opportunities for first-time homebuyers needing adequate housing to partner with HFHGC to build and buy an affordable home.
- The **Veteran Repair Program** makes critical home repairs and accessibility modifications possible for veterans and military-connected families.
- The **Aging in Place Program** serves senior citizens by providing critical home repairs and mobility modifications that make their homes safe and comfortable places to live as they age.
- **Rock the Block** is a one-day event held twice a year during which over 300 community volunteers come together to a neighborhood where HFHGC is currently building homes to complete home repair and community revitalization projects.
- The **Construction Training Program** trains and prepares difficult-to-employ individuals for careers in the construction industry.

HFHGC has more than 20 years of experience managing federal, state, and local housing and community development grants, including HOME, CDBG, and most recently ARPA funds. This includes full-cycle management of project intake, income verification, scope development, contractor procurement, construction oversight, and compliance reporting.

Since 2013, HFHGC has completed more than 450 critical home repairs and accessibility modifications for low-to-moderate-income homeowners through its Veteran Repair and Aging in Place Programs. These programs address urgent repair and accessibility needs such as HVAC replacement, roof repair, plumbing, electrical, accessibility ramps, and code remediation to ensure homeowners can remain safely in their homes. HFHGC has been awarded several major funding opportunities that further demonstrate its capacity and expertise in managing complex housing rehabilitation programs:

- **Hamilton County Lead Safe Ohio Program (2024):** Awarded by the State of Ohio in partnership with LISC Greater Cincinnati and Working in Neighborhoods, HFHGC serves as Construction Manager responsible for inspection coordination, contractor oversight, and compliance for lead-safe repairs. HFHGC will complete 115 repairs by the close of this grant in February 2026.

- **Clermont County Lead Safe Ohio Program (2024):** Awarded by the State of Ohio, HFHGC serves as Program Manager and oversees all construction activities, inspections, contractor coordination, and manages application intake and income verification. HFHGC will complete 24 repairs by the close of this grant in February 2026.
- **ARPA Home Repair Program (2024):** Awarded by Habitat for Humanity of Ohio to complete 65 critical home repairs that remediate health and safety risks or improve accessibility. The majority of these repairs serve households that include a person with a disability or an individual aged 65 or older.
- **Carol M. Peterson Housing Fund (2025):** Awarded $200,000 by the Federal Home Loan Bank of Cincinnati to complete 15 critical home repair projects for vulnerable homeowners in the Greater Cincinnati area.

HFHGC's approach aligns directly with the goals of the Colerain Township Home Repair Assistance Program to improve housing safety, accessibility, and habitability for low-income, elderly, and disabled residents. HFHGC's certified repair staff and experienced program administrators are equipped to implement all aspects of the program in compliance with federal CDBG requirements, from income verification through final inspection and reporting. HFHGC is well-positioned to pilot this program with Colerain Township to deliver high-quality, efficient, and compliant home repairs that improve housing safety and quality of life for township residents.

3. Scope of Work

HFHGC is prepared to manage all aspects of program delivery, from homeowner intake and eligibility verification through construction oversight and close-out documentation, ensuring full compliance with CDBG and Township requirements.

Types of Repairs
Repairs will be limited to CDBG-eligible activities that address conditions detrimental to health, safety, or accessibility. Typical repairs may include:

- Roof repair or replacement to prevent structural damage and water intrusion.
- Energy-efficiency upgrades such as HVAC / water heater repair or replacement to ensure reliable heating and cooling to reduce utility costs.
- Plumbing and electrical repairs to correct safety or code deficiencies.
- Accessibility improvements, including wheelchair ramps, grab bars, tub-to-shower conversions, and doorway widening.
- Exterior stabilization, such as siding, soffit, fascia, porch, or stair repair.
- Weatherization upgrades such as exterior door or window replacement as needed for health or safety.
- Critical interior repairs necessary to correct hazards or maintain habitability.

All work will comply with local building codes and Colerain Township program guidelines. Cosmetic or luxury improvements will not be eligible for assistance.

Program Delivery Model
HFHGC will utilize its established home repair delivery model to ensure efficient and compliant execution. Activities include:

1. Outreach and Application Intake
   - Collaborate with Township staff to promote the program through flyers, social media, and community partners.
   - Accept and process homeowner applications, ensuring accessibility for all applicants.

2. Eligibility Verification
   - Verify homeowner income (≤80% AMI) following HUD guidelines.
   - Confirm property ownership, occupancy, property taxes are current, and proof of homeowners insurance.
   - Prioritize applicants based on need, health/safety urgency, and available funding.

3. Inspection and Scope Development
   - For qualified applicants, conduct on-site assessments by RRP-certified staff to identify repair needs.
   - For repairs on homes pre-1978, the Lead Safe Housing Rule will apply.
   - Develop itemized scopes of work and cost estimates for each home.

4. Contractor Procurement and Oversight
   - Solicit bids from pre-qualified local contractors, emphasizing the use of small, minority-, and women-owned businesses.

- Oversee all construction activities and inspections.

5. Project Completion and Reporting
   - Conduct final inspections and homeowner sign-offs.
   - Submit reimbursement requests, photo documentation, and summary reports to the Township.
   - Provide quarterly updates and attend community or Board meetings upon request.

Timeline

December 2025: Contract execution and program setup

January - February 2026: Outreach to homeowners

February - March 2026: Homeowner application intake and eligibility review

March - April 2026: Initial inspections, contractor procurement and repair initiation

April - October 2026: Ongoing construction and progress inspections

November - December 2026: Final inspections, reporting, and close-out

4. Staffing Plan

The Program will be supervised by HFHGC's Director of Operations with support from our Grant Manager to provide strategic oversight, financial accountability, and program compliance to ensure that all activities adhere to CDBG requirements. Day-to-day program delivery will be managed by HFHGC's Repair Team, composed of highly qualified and certified professionals experienced in federal and state housing rehabilitation programs.

Key Personnel

Jim Weyman – Repair Program Lead Administrator
Jim coordinates homeowner communication and application processing. He ensures that each applicant's documentation is complete, accurate, and compliant with program eligibility requirements. Jim also assists in tracking progress milestones, managing files, and maintaining homeowner satisfaction.

Ron Tishma – Repair Program Administrator
Ron supports application intake, eligibility verification, and administrative tracking for all repair projects. He works closely with the Homeowner Services team to ensure income documentation meets HUD standards and assists in preparing required reports.

Jason Crimmel – Repair Program Manager
Jason has more than 10 years of experience managing residential rehabilitation and accessibility modification projects and is EPA Renovation, Repair, and Painting (RRP) certified. He will oversee all aspects after a homeowner is determined eligible for the program, including project scoping, contractor supervision, and managing the Repair Coordinators.

Vic Black – Repair Coordinator
Sylk Johnson – Repair Coordinator
Greg Sunderhaus – Repair Coordinator
HFHGC's Repair Coordinators are each RRP certified and bring extensive experience in residential rehabilitation and accessibility modifications. Collectively, they are responsible for conducting initial home inspections, developing detailed scopes of work, obtaining cost estimates, managing contractors, and completing both interim and final inspections. The coordinators serve as the primary point of contact for homeowners during the repair process such as communicating schedules, addressing concerns, and ensuring satisfaction with completed work. Their expertise ensures high-quality and timely project delivery.

5. Budget and Cost Proposal

The total budget of $100,000 in CDBG funds will serve approximately 5 to 10 homes during the one-year pilot period. The proposed budget reflects the Township's priorities of addressing health, safety, and accessibility needs while maximizing the number of households served. Each project will address a single critical repair and vary in scope depending on the need. Repair costs are not to exceed $20,000 per household.

Category	Description	Amount
Hard Costs (Direct Construction)	Labor, materials, contractor costs for eligible repairs.	$80,000
Soft Costs (Program Administration)	Program management, inspections, intake and eligibility verification, contractor procurement, reporting, and compliance oversight.	$10,000
Contingency	Reserved for unforeseen repairs, change orders, or administrative close-out adjustments.	$10,000
	Total	**$100,000**

In addition to CDBG funding, HFHGC may refer the homeowner to complementary resources available from other active programs to support households that exceed the scope of work. This coordination ensures that CDBG dollars are reserved for eligible repairs that provide maximum community benefit.

6. References

Each contact listed below can speak to HFHGC's performance in program administration, construction management, compliance, and community engagement.

Clermont County Lead Safe Ohio Program
Desmond Maaytah – Community Development Administrator
dmaaytah@clermontcountyohio.gov
513-732-7907

Hamilton County Lead Safe Ohio Program
Valerie Daley – LISC Director of Programs
vdaley@lisc.org
513-723-2111

MedMart
Rebecca Combs
rcombs@medmart.com
513-733-8100 ext. 363

New Heights Roofing
Jesse Blaine
jb@newheightsroof.com
859-640-7822

Habitat for Humanity
Greater Cincinnati

7. Conflict of Interest Disclosure

Habitat for Humanity of Greater Cincinnati (HFHGC) certifies that no officer, employee, Board member, or agent of the organization has any direct or indirect financial or personal interest in the performance of this proposed contract with Colerain Township. HFHGC further affirms that no member of the Colerain Township Board of Trustees, staff, or any other public official who exercises functions or responsibilities in connection with this contract shall have any interest, direct or indirect, in the proceeds thereof.

HFHGC maintains written conflict of interest policies that apply to all employees, officers, and Board members. These policies prohibit participation in any decision or activity in which a personal or financial interest could reasonably appear to compromise impartial judgment. All Board members complete annual conflict of interest disclosures and are required to recuse themselves from any deliberations or decisions where a potential conflict exists.

Should any potential or perceived conflict of interest arise during the course of the program, HFHGC will promptly disclose it in writing to Colerain Township and take all necessary steps to mitigate or eliminate the conflict in accordance with applicable HUD and Township policies.

Signature: _____

Date: 11/10/25

SUBRECIPIENT AGREEMENT BETWEEN
Colerain Township AND Habitat for Humanity of Greater Cincinnati (HFHGC)
FOR HOME REPAIR ASSISTANCE PROGRAM SERVICES

THIS AGREEMENT, entered this _____day of _____, 2025 by and between Colerain Township ("Grantee") and Habitat for Humanity of Greater Cincinnati ("HFHGC" or "Subrecipient").

WHEREAS, the Grantee has received Community Development Block Grant ("CDBG") funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds; NOW, THEREFORE, it is agreed between the parties hereto that;

I. SCOPE OF SERVICE

a. Activities

The Subrecipient will be responsible for administering a CDBG 2025 Home Repair Assistance Program in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant Program:

- Outreach and homeowner application intake
- Eligibility verification and income documentation (≤80% AMI)
- Home inspections and scope development
- Contractor solicitation, selection, and oversight
- Construction management, permitting, and inspection coordination
- Compliance with CDBG regulations
- Submission of all program documentation, progress reports, and reimbursement requests

b. National Objectives

All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Subrecipient certifies that the activity carried out under this Agreement will meet benefit low- and moderate-income people.

c. Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to provide the following levels of program services: Subrecipient will provide housing rehabilitation services to ten (10) units.

d. Staffing

Megan Golike, Director of Operations
Jim Weyman, Repair Program Lead Administrator
Ron Tishma, Repair Program Administrator
Jason Crimmel, Repair Program Manager

e. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on the _____ day of _____, 2025 and end on the _____ day of _____, 2025. The term of this Agreement and the provisions herein shall be extended to cover any reasonable additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. BUDGET

Category	**Amount**
Hard Costs – Direct Construction	$80,000
Soft Costs – Program Administration	$10,000
Contingency	$10,000
Total	**$100,000**

In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed one hundred thousand Dollars ($100,000). Drawdowns for the payment of eligible expenses shall be made against the line-item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line-item budgets specified in Paragraph III and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 2 CFR 200.

V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent shall be effective on the date of sending or delivery, whichever is first. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this Agreement shall be directed to the following contract representatives:

Grantee
Jeff Weckback
Township Administrator
Colerain Township
jweckback@colerain.org

Subrecipient
Dominique DeLucia
Grant Manager
Habitat for Humanity of Greater Cincinnati
dominique.delucia@habitatcincinnati.org
513-482-2782

VI. GENERAL CONDITIONS

a. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

b. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

c. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

d. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement. Subrecipient shall require its contractors and subcontractors to provide Workers' Compensation Insurance coverage at the statutory limits required by the Ohio Revised Code.

e. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee. The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR 200, Bonding and Insurance.

f. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

g. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by

a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

h. Suspension or Termination

In accordance with 2 CFR 200, the Grantee may suspend or terminate this Agreement if the Subrecipient ma- terially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any mate- rial respect.

In accordance with 2 CFR 200, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

VII. ADMINISTRATIVE REQUIREMENTS

a. Financial Management

1. Accounting Standards: The Subrecipient agrees to comply with 2 CFR 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles: The Subrecipient shall administer its program in conformance with 2 CFR 200 as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

b. Documentation and Record Keeping

1. Records to be Maintained: The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

    a. Records providing a full description of each activity undertaken;
    b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;

c. Records required to determine the eligibility of activities;
d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
f. Financial records as required by 24 CFR 570.502, and 2 CFR 200; and
g. Other records necessary to document compliance with Subpart K of 24 CFR 570.

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records

must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-outs

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Not withstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made avail- able to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning sub- recipient audits and 2 CFR 200.

c. Reporting and Payment Procedures

1. Program Income

   The Subrecipient certifies that the Program does not generate income as defined at 24 CFR 570.500(a).

2. Indirect Costs

   Indirect costs may be charged under this Agreement in compliance with federal laws, rules, and regulations.

3. Payment Procedures

   The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. Payments will be made for eligible expenses incurred by the Subrecipient, and not to exceed actual cash requirements. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

4. Progress Reports

   The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

d. Procurement

1. Compliance

   The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

2. OMB Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.

3. Travel

Travel necessary to provide direct service to residents is eligible for reimbursement under this Agreement. Mileage must be tracked using odometer readings and reimbursement is made according to the Internal Revenue Service rates. No other travel is reimbursable with funds provided under this Agreement.

VIII. PERSONNEL & PARTICIPANT CONDITIONS

a. Civil Rights

1. Compliance

The Subrecipient agrees to comply with [fill in local and state civil rights ordinances here] and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared, or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines

necessary for compliance with that portion of the regulations in force during the term of this Agreement.

b. Affirmative Action

1. Approved Plan

   The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

   The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

   The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

4. Notifications

   The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

   The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

c. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the ad- ministration of the program for political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of $2,000.00 for construction, renovation, or repair work financed in whole or in part with assistance pro- vided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

d. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

i. Approvals: The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

ii. Monitoring: The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and support- ed with documented evidence of follow-up actions taken to correct areas of noncompliance.

iii. Content: The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

iv. Selection Process: The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 2 CFR 200 and 570.611, which include (but are not limited to) the following:

a. The Subrecipient shall maintain a written code or standards of conduct that shall gov- ern the performance of its officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds.

b. No employee, officer, or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooper- ative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:

d. Lobbying Certification: This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

IX. ENVIRONMENTAL CONDITIONS

a. Air and Water

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

i. Clean Air Act, 42 U.S.C., 7401, et seq.;
ii. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
iii. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR 50, as amended.

b. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Sub- recipient shall assure that for activities located in an area identified by the Federal Emergency Management

Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

c. Lead-Based Paint

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment, and/or abatement may be conducted.

d. Historic Preservation

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

X. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected there- by and all other parts of this Agreement shall nevertheless be in full force and effect.

XI. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIII. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

[Signatures appear on next page]

Date: _____ day _____, 2025

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

GRANTEE
Colerain Township

_____
Jeff Weckback, Township Administrator

Date: _____

SUBRECIPIENT
Habitat for Humanity of Greater Cincinnati

_____
Joe Hansbauer, CEO

Date: _____

Approved as to form:

By: _____

Date: _____

Colerain Township, Ohio

9. Other Information

Commitment to Equity and Community Engagement
Habitat for Humanity of Greater Cincinnati (HFHGC) is committed to ensuring that all residents—regardless of income, race, age, or ability—have access to safe, healthy, and affordable housing. Our organization recognizes that housing stability is foundational to neighborhood safety, economic mobility, and community well-being. Through this pilot partnership with Colerain Township, HFHGC will engage residents, neighborhood associations, and local service providers to identify households most in need and to ensure equitable access to the Home Repair Assistance Program.

HFHGC's outreach strategy will include targeted communication through the Township's website and social media channels, flyers distributed at community centers and places of worship, and coordination with local agencies serving seniors and individuals with disabilities. All program materials and applications will be designed for accessibility and available in multiple formats upon request.

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION O
NON-COLLUSION AFFIDAVIT

To: Colerain Township, Ohio
Hamilton County, Ohio

Joe Hansbauer

(Name of Individual)

Habitat for Humanity of Greater Cincinnati

(Company Representing)

BEING DULY SWORN, DOES DEPOSE AND THAT (HE, SHE, THEY) RESIDE AT

(Residence Address)

AND THAT

Habitat for Humanity of Greater Cincinnati

(Name of Company)

4910 Para Drive, Cincinnati, OH 45237

(Company Address)

IS THE ONLY ENTITY INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT; THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS THEREOF WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK; THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OR FRAUD; AND, ALSO, THAT NO MEMBER OF THE BOARD OF TRUSTEES, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THEREIN, OR ANY OFFICER OR EMPLOYEE OF COLERAIN TOWNSHIP, OHIO, IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

Signature

Joe Hansbauer / CEO
Printed Name/Title

Habitat for Humanity of Greater Cincinnati
Company

Sworn to and subscribed in my presence on this 10 day of November, 20 25 by the above referenced person on behalf of the contractor or supplier.

Notary Public

ERIN E. FLYNN
Notary Public, State of Ohio
My Commission Expires
August 25, 2027

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION R
AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES AND POLITICAL CONTRIBUTIONS

To: Colerain Township, Ohio
Hamilton County, Ohio

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), being first duly sworn, as a condition to be considered for the reward of a contract by Colerain Township, Ohio for Home Repair Assistance Program _____ hereby states that such entity is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of Hamilton County in which Colerain Township as a tax district has territory and that such entity was not charged with delinquent personal property taxes on any such tax list.

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), also further certifies that such entity is in compliance with ORC Section 3517.13(I) or 3517.13(J), whichever is applicable, relative to political contributions to public officials of Colerain Township, Ohio.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

_____
Signature

Joe Hanebuer / CEO
Printed Name/Title

Habitat for Humanity of greater Cincinnati.
Company

Sworn to and subscribed in my presence on this 10 day of November, 20 25 by the above referenced person on behalf of the contractor or supplier.

_____
Notary Public

ERIN E. FLYNN
Notary Public, State of Ohio
My Commission Expires
August 25, 2027

People Working Cooperatively

Saving HOMES. Restoring PRIDE.

4612 Paddock Road • Cincinnati, OH, 45229
[phone 513.351.7921] [fax 513.351.2734]

November 14, 2025

Dear Trustees of Colerain Township,

People Working Cooperatively greatly appreciates the opportunity to become the service provider for the new Home Repair Assistance Program for Colerain Township. PWC has been delivering home repairs and modifications for some of Cincinnati's most vulnerable low-income homeowners - older adults, people with disabilities, and single parents or grandparents raising children - for more than 50 years. Our staff of trades professionals - carpenters, HVAC technicians, electricians, plumbers and aging in place specialists - has extensive training and experience in providing home repairs and accessibility modifications. Equally important, PWC's staff has received training in communications skills and problem solving. The homes where our technicians work can be very clean and tidy, or they can be unsanitary or unsafe. No matter what condition the home, our staff treat each and every client with respect and professionalism.

Under this program, each Colerain Township resident who calls in to request service will have their eligibility confirmed by our Client Services Department, who field over 50,000 calls each year. After eligibility has been established, clients will be assigned to a Project Manager who determines the scope of work and assigns appropriate technician(s) to complete the needed repairs. Once work has begun, the Project Manager regularly visits the home to monitor service quality, costs incurred and customer satisfaction. For this project, we anticipate serving clients with significant repair and/or modifications needs. Clients like Johnathon who is 62 and has a vision disability. Johnathon's home had deteriorated to the point that it was no longer safe to live in. PWC repaired leaking gas lines, sparking electrical circuits, cracked walls, cratered floors, missing ductwork and ceilings, broken windows, and a bathroom that was not working. We also replaced the furnace and water heater, neither of which were functional. This was a major project, but the impact for Johnathon was immeasurable.

PWC was able to take on this project because we have a remarkable staff of trades professionals – many of whom have decades of experience with PWC. We also have decades of experience implementing home repair programs for the City of Cincinnati, as well as several counties – Clermont in Ohio and Boone, Kenton, and Campbell in Kentucky. Because of our staff of over 95 tradespeople, we will be able to quickly begin implementing the Colerain Township Home Repairs program, and the new contract will not disrupt other services being provided. Equally important, PWC brings additional resources to the table. We coordinate volunteers who augment the work of our trades staff through small repair projects and volunteer events like Repair Affair, Prepare Affair, and Colerain Give Back Day. We promote safety through fall prevention services and Stepping-On fall prevention classes. We also promote health not only through repairs and modifications but more directly through lead and asthma trigger remediation. While these services are not directly supported through the Colerain Township Home Repairs Program, they represent additional services that will be available to residents who are served through the program, augmenting the impact and value of the program.

Finally, because PWC has a long track record in successful implementation of city and county contracts, you can count on us a reliable provider. PWC will be able to serve clients and close out jobs in a timely fashion, with accurate reporting back to Colerain Township on the results of the program.

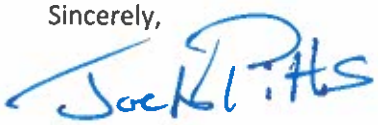
ACCREDITED CHARITY

Equal Opportunity Employer M/F/D/V - A Fair Housing Agency

Supported in part by Community Development Block Grant funds from the City of Cincinnati, City of Middletown and Clermont County; State of Ohio; Duke Energy; Boone, Kenton and Campbell Counties; City of Forest Park; United States Department of Housing & Urban Development (HUD); private and corporate foundations; private donations.

In closing, I would like to reiterate PWC commitment to making this program an effective and efficient service for Colerain Township's low-income homeowners, improving the built environment and quality of life for some of the township's most vulnerable residents. If there are any questions regarding our application, please do not hesitate to reach out to me, or to our Grants Manager, Pamela Taylor (taylorp@pwchomerepairs.org).

Sincerely,



Jock J. Pitts
President

People Working Cooperatively Proposal for the Colerain Township Home Repair Assistance Program

Organizational Overview – Description of mission, history, and relevant experience.

PWC was founded in 1975 with a mission to provide energy conservations services for low-income homeowners while developing knowledge and skills for service providers. Once they began work in the houses, it became clear that many had significant repair needs, so home repairs were added to the mission. Indeed, critical home repairs soon became a core focus of PWC's mission and to this day they are our most frequently requested service. Today, PWC's staff of 95+ trades professionals provide over 8000 home repairs, energy conservation, and accessibility modification services each year across southwestern Ohio, Northern Kentucky, and Southwestern Indiana. Our work in Colerain has been significant. Over the past five years, our trades staff have delivered repair, modification and energy conservation services for more than 250 Colerain Township households, improving living conditions and quality of life 450+ residents, with a total investment of more than $1.4 million.

While our clients were once able to purchase a home of their own, or perhaps inherited one from family, the vast majority have faced a life change that has negatively impacted their finances – a serious injury or illness, the loss of a good job or a spouse, or simply getting older and having to live on a fixed income that doesn't keep up with the cost of living. Typically, our clients are elderly, single parents or grandparents raising children, individuals with disabilities, and/or veterans and have an annual income of just $14,000 a year. They simply do not have the financial resources to both meet basic needs and cover home repairs, even critical ones.

This is where PWC can help, delivering the home repair and modifications services our clients need to keep their home sound, safe, and accessible. Our client services staff field requests for services, certify client income and homeownership eligibility, and triage requests based on urgency of need. True emergencies - a furnace that has gone out in the middle of a cold snap, sparking sockets creating a fire hazard, a burst pipe spewing water into living spaces – are dealt with quickly, while clients with less urgent needs may wait longer for their request to be fulfilled. Repair and modification services are provided by our staff of 95+ tradespeople who are trained, certified and licensed to provide plumbing, roofing, electrical, HVAC, structural and accessibility services at the highest of professional standards. Our trades staff can take on jobs of all sizes and scope. They can change out a sparking socket or rewire an entire fuse box; install a new wax seal or a whole new toilet; replace a faulty control board or put in a new furnace. Our accessibility team can install handrails or grab bars, build a custom ramp, put in tub-cut or replace a tub with a roll-in shower.

Our work not only address living conditions, it also provides both physical and mental health benefits. Homes with leaky pipes or roofs become fertile growing grounds for dangerous molds and insect infestations. A house where sockets are sparking is at risk for a fire. A home without running water impacts residents' ability to clean, bathe, and cook. With the opening of the Whole Home Innovation Center (WHIC) in 2019, PWC became more intentional in addressing health outcomes through home repairs and modifications. WHIC is also a convening space for collaboration around health and housing, and provides professional development opportunities for health care workers, students and first responders. The center has teamed up with the Ohio Council on Aging to deliver the evidence-based Stepping-On fall prevention class coupled with in-home fall risk assessments and repairs or modifications so seniors can safely age in place. WHIC is also home to our lead and asthma trigger remediation work. These environmental remediation programs improve health outcomes for families, especially those with children. Young children in particular are severely impacted by lead poisoning which can have devastating impacts on their ability to learn and regulate emotions, with severe lifelong personal and economic consequences. Our lead remediation work prevents these negative health outcomes and preserves quality of life for the entire family. Our asthma remediation work focuses on removing key triggers from the home environment so residents can breathe more easily.

One of PWC's most recent innovation has been the creation of a workforce development program. The construction and trades industries as a whole are facing a severe shortage of labor, which poses a significant threat to PWC's ability to maintain and even increase the size of our workforce in order to meet the demand for repairs and modifications. The services that PWC's trades staff provide every day requires the knowledge and talent of skilled trades professionals, whether it be rewiring an overloaded fuse box, replacing the motherboard on a faulty HVAC system, patching a leaky roof, installing a ramp with the appropriate slope or widening a doorway so a person in a wheelchair can get into their bathroom. Our workforce development program helps new and existing employees gain critical knowledge and skills, providing us the workforce we need, in order to be able to meet the home maintenance and modification needs of our low-income clients.

Scope of Work – Detailed description of proposed services, including types of repairs, delivery model, and timeline.

If awarded this funding, PWC will provide home repairs and modifications for low-income homeowners in Colerain Township. We currently have more than 360 open service requests in the township from over 170 income certified households in Colerain Township. With this funding, we intend to select families and homes with significant needs. Families like Jennifer and her young daughter, Lucy. The front steps on their home are so uneven that Lucy has fallen on them several times. Jennifer is worried that it is only a matter of time until one of them sustains a serious injury, and is hoping we can replace their entire front porch. Or like Kenneth who is 76

and lives by himself in the home he and his wife purchased nearly 50 years ago. Kenneth has plumbing issues in his bathroom that affect the sink, toilet and tub. Additionally, several windows in his home are missing panes and the chimney is leaking causing water damage to ceilings and walls. Or like Thomas and Terra who are in their 60s. Electrical outlets in several rooms are sparking. They are afraid to use them and worried about the possibility of a fire.

Staffing Plan – Resumes and qualifications of key personnel.

PWC has a staff of 95+ experienced trades professionals who are trained and certified to provide home repairs and/or aging-in-place modification services.

Our Repairs and Modifications program is overseen by Billey Reed, Director of Energy and Repair Programs. Billey brings extensive experience to this work, with over 13 years at PWC and 25 years in the housing sector. Billey's resume is attached separately.

5. Budget and Cost Proposal – Estimated costs per home, administrative costs, and total budget.

The costs per home will vary based upon the specific conditions in the home. With this grant PWC proposes to address homes with significant repair needs, especially those that have multiple needs. For example, when we replace leaky gutters or roofing, we expect that interior walls and ceilings which sustained water damage will also need to be repaired. When we are replacing a furnace that is not working, we may need to install new ductwork, rewire the fuse box to upgrade electrical service as appropriate for the new unit, and ensure proper ventilation for exhaust.

Please see the attached program budget for details on expected direct and administrative costs.

6. References – Minimum of three (3) references from similar projects. Please see attached documents from:

Brandy Schussler, Colerain Branch Manager at Northside Bank
Nathan Bromen, Lutheran Benevolent Society – Middletown Repairs and Modifications Program
S.C. Ministry – Price Hill Repairs and Modifications Program

7. Conflict of Interest Disclosure – Identify any potential conflicts and mitigation strategies.
There are no conflicts of Interest

8. Sample Agreement – Provide a sample contract or agreement. –
Please see attached sample agreement, PWC's contract for Home Repairs with the City of Cincinnati.

9. Other Information – Please see attached list of PWC experience in working with local governments.

Billey Reed

Director of Energy and Repair Programs
People Working Cooperatively
4612 Paddock Road
Cincinnati, OH 45229-1002
513-351-7921

Work History:

2012- Present People Working Cooperatively, Cincinnati Ohio
Positions held: Director of Energy and Repair Programs (Current)
Senior Project Manager
Special Project Manager
Project Manager
Energy Auditor

Responsible for oversight of major home repair/energy contracts and grants. Supervises portion of senior/project management team facilitating work on major home repair contracts and grants as well as home weatherization.

2000-2011 Cincinnati Hamilton County Community Action Agency
Cincinnati, Ohio
Home Energy Auditor/ Field Supervisor
Responsible for performing home energy audits and quality control inspections, supervision of field staff

Qualifications and Education:

Building Performance Institute- Quality Control Inspector (Active)
Lead Renovation and Repair –6/20 – ProActive Safety Services
State of Ohio Lead Risk Assessor – Lead Consortium 2016
OSHA 30 HR – 2013 – Allied Construction group
Ohio Weatherization Training Center- Records available upon request (multiple certifications)

Billey Reed – DOH 1/17/12 – Director of Energy and Repair Program

PRIMARY CONTACT: Billey Reed, Director of Repairs and Energy Services People Working Cooperatively 4612 Paddock Road Cincinnati, OH 45229-1002 reedb@pwchomerepairs.org 513-351-7921

Billey Reed, People Working Cooperatively, Director of Repairs and Energy Services. Billy has 16 years of experience in the field and extensive knowledge of work fulfillment, job costing, and employee management. Billey's expertise and experience give him the ability to optimize service delivery across PWC's programs, maximizing the benefit to PWC's clients while delivering excellent ROI for PWC's funders.

Work History: Director of Repairs and Energy Services People Working Cooperatively 2023-Present Responsible for management and oversight of the Home Repairs Program and the Energy Services Program at People Working Cooperatively. Supervises project managers and ensures compliance with home repairs and weatherization contracts and grants.

Qualifications and Education:

Building Performance Institute- Quality Control Inspector, Lead Renovation and Repair, State of Ohio Lead Risk Assessor, OSHA 30 HR

Steve McNamee – DOH 5/17/10 – Sr. Project Manager

Including his time with People Working Cooperatively and multiple construction companies prior, Steve McNamee has over 25 years of experience in the construction trade, both residential and commercial. Steve leads a team of experienced plumbers, weatherization and general repairs specialists. He has obtained multiple certifications through the Corporation for Ohio Appalachian Development, including:

COAD -, Certified Lead Renovator, Heating Unit inspection, and Carpentry.

Tony Alexander – DOH 10/10/17 – Master Plumber

Tony Alexander began his plumbing career in 1990, under the tutelage of a well-known national service company. Tony is a licensed Master Plumber with the State of Ohio and oversees the residential work projects that are completed by the team. Tony also obtains all permits necessary to see jobs to completion.

Mordechai Israel – DOH 5/11/04 – Licensed Master HVAC Ohio and Kentucky

Mordechai completed his training for HVAC Refrigeration through the Scarlet Oaks Vocational School, eventually obtaining his Master HVCA License for the States of Ohio and Kentucky. Mordechai oversees a team of HVAC specialists, including the refinement of their skills, inspection of work, and obtains permits to see jobs to completion. Mordechai is also EPA certified and holds many certifications through the Corporation for Ohio Appalachian Development.

PWC Colerain Township Modifications and Repairs Program Budget		
Salaries	$	48,196
Employee Benefits, Taxes	$	13,212
Professional Fees	$	4,987
Equipment, supplies, materials	$	1,140
Telephone, utilities	$	798
Postage, mailing	$	170
Occupancy	$	648
Insurance	$	998
Training, Staff Development	$	673
Travel	$	145
Conferences	$	150
Printing & Advertising	$	648
Materials	$	12,886
Subcontractors & other Direct Job Costs	$	9,130
Depreciation	$	1,496
In-Kind Expenses	$	2,494
Other	$	2,231
Total Expenses	$	100,000

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

AND

CITY OF CINCINNATI

COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM

FUNDING AGREEMENT

by and between

the City of Cincinnati

and

People Working Cooperatively, Inc.,
an Ohio nonprofit corporation

for Housing Repair Services

FUNDING AGREEMENT

This Funding Agreement (this "**Agreement**"), which is effective as of the later of October 1, 2025 or the last signature date hereon (the "**Effective Date**"), is made by and between the **CITY OF CINCINNATI**, an Ohio municipal corporation, 801 Plum Street, Cincinnati, Ohio 45202 (the "**City**"), and **PEOPLE WORKING COOPERATIVELY, INC.**, an Ohio nonprofit corporation, 4612 Paddock Road, Cincinnati, Ohio 45229 ("**Contractor**").

Recitals:

A. The City is responsible for the receipt and disbursement of Community Development Block Grant ("**CDBG**") monies made available pursuant to the Housing and Community Development Act of 1974, as amended, through the U.S. Department of Housing and Urban Development ("**HUD**").

B. The City desires to engage Contractor's services to provide emergency home repairs and accessibility modifications to low-income homeowners, particularly elderly and/or disabled homeowners (the "**Services**").

C. Such Services are professional and noncompetitive in nature and will be paid for with CDBG funds received from HUD, and from no other source.

D. The Services are eligible for CDBG assistance pursuant to 24 C.F.R. 570.202, as the Services will benefit low- and moderate-income persons, within the meaning of 24 C.F.R. 570.208(a)(3).

E. Execution of this Agreement is authorized by Ordinance Nos.0179-2024 and 0244-2025, passed by City Council on May 30, 2024 and August 6, 2025, respectively.

NOW, THEREFORE, the parties agree as follows:

1. **Services.** Subject to the terms of this Agreement, Contractor hereby agrees to utilize CDBG funds to perform the Services, as more particularly described on Exhibit A (*Statement of Work*), attached hereto. Contractor hereby certifies that the Services will be provided to benefit low- or moderate-income families.

2. **Term.** The term of this Agreement shall commence on the Effective Date and terminate on September 30, 2026 (the "**Initial Term**"), unless this Agreement is sooner terminated as herein provided. By mutual written consent of the City Manager and Contractor, and expressly contingent upon receipt of additional CDBG funds from HUD, this Agreement may be renewed for up to five additional twelve-month periods (each a "**Renewal Term**"). If all Renewal Terms are exercised, the last Renewal Term shall expire on June 30, 2031. The Initial Term and each exercised Renewal Term are collectively referred to as the "**Term.**"

3. **Funding.** Subject to the receipt of CDBG funds from HUD, the City agrees to pay Contractor, from CDBG funds received from HUD and from no other source, an amount not to exceed $1,628,000 (the "**Funds**") as full and complete compensation for the Services performed during the Initial Term, in accordance with the schedule set forth in Exhibit B (*Budget*), attached hereto. In the event the City does not receive the estimated allocation of CDBG funds from HUD, the City reserves the right to adjust the amount of the Funds, up to and including reducing the amount of the grant to zero, in which case this Agreement will have no further force or effect. The Funds shall be used for the costs associated with the Services and included on Exhibit A and for no other purpose. Funds shall be disbursed in accordance with Exhibit C (*CDBG Provisions*), attached hereto, which requires Contractor to submit a first request for payment within two months of the Effective Date and subsequent requests for payment at least every two-month period thereafter.

4. **Insurance; Indemnity.**

(A) Insurance. Throughout the Term and the Renewal Term (if applicable), Contractor shall maintain the following insurance: (i) Commercial General Liability insurance with a combined single limit for bodily injury and property damage liability of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate naming the City as an additional insured, (ii) worker's compensation insurance in such amount as required by state law, and (iii) such other insurance as may be reasonably required by the City. All insurance policies (excluding worker's compensation

insurance) shall (a) be written in standard form by companies of recognized responsibility and credit reasonably acceptable to the City, that are authorized to do business in Ohio, and that have an A.M. Best rating of A VII or better, and (b) provide that they may not be canceled or modified without at least thirty (30) days prior written notice to the City. Prior to the disbursement of any Funds, Contractor shall send proof of all such insurance to the City at 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202, Attention: Department of Buildings & Inspections, c/o Property Maintenance Code Enforcement, or such other address as may be specified by the City from time to time; *provided* that if the City requests an additional insured endorsement with respect to the insurance described above, Contractor shall have 6 months following the date of the City's request to obtain such an endorsement from its insurer and provide the original endorsement to the City.

(B) Waiver of Subrogation in Favor of City. Contractor hereby waives all claims and rights of recovery, and on behalf of its insurers, rights of subrogation, against the City, its employees, agents, contractors, and subcontractors with respect to any and all damage to or loss of property that is covered or that would be covered by the insurance required under this Agreement to be maintained by Contractor, even if such loss or damage arises from the negligence of the City, its employees, agents, contractors, or subcontractors; it being the agreement of the parties that Contractor shall at all times protect against such loss or damage by maintaining adequate insurance. Contractor shall cause its property insurance policies to include a waiver of subrogation provision consistent with the foregoing waiver.

(C) General Indemnity. Notwithstanding anything in this Agreement to the contrary, as a material inducement to the City to enter into this Agreement, Contractor agrees to defend, indemnify, and hold the City, its officers, employees, agents, and city council members (collectively, the "**Indemnified Parties**") harmless from and against any and all actions, suits, claims, losses, costs (including without limitation attorneys' fees), demands, judgments, liability, and damages (collectively, "**Claims**") suffered or incurred by or asserted against the Indemnified Parties as a result of or arising from the acts of the Contractor or its agents, employees, contractors, subcontractors, licensees, invitees, or anyone else acting at its request in connection with the Services. Contractor shall undertake, at its sole expense and through counsel satisfactory to the City, the defense of the City in any lawsuit commenced or threatened as the result, or alleged to be the result, of injury or damage occurring by reason of the services contemplated in this Agreement. Contractor's indemnification obligations under this paragraph shall survive the termination or expiration of this Agreement with respect to Claims arising prior thereto.

5. Default; Remedies.

(A) Default. The occurrence of any of the following shall be an "**event of default**" under this Agreement:

(i) the dissolution, other than in connection with a merger, of Contractor, the filing of any bankruptcy or insolvency proceedings by Contractor, or the making by Contractor of an assignment for the benefit of creditors, or the filing of any bankruptcy or insolvency proceedings by or against Contractor, the appointment of a receiver (temporary or permanent) for Contractor, the attachment of, levy upon, or seizure by legal process of Contractor, or the insolvency of Contractor, unless such appointment, attachment, levy, seizure, or insolvency is cured, dismissed, or otherwise resolved to the City's satisfaction within 30 days following the date thereof;

(ii) any failure of Contractor to perform or observe, or the failure of Contractor to cause to be performed or observed (if applicable), any obligation, duty, or responsibility under this Agreement, any other agreement executed by Contractor and the City, or any instrument executed by Contractor in favor of the City, in each case in connection with the Services, and failure by Contractor to correct such default within five (5) days after Contractor's receipt of written notice thereof from the City (the "**Cure Period**"). Notwithstanding the foregoing, if Contractor's failure to perform or observe any obligation, duty, or responsibility under this Agreement creates a dangerous condition or otherwise constitutes an emergency as determined by the City in good faith, an event of default shall be deemed to have occurred if Contractor fails to take reasonable corrective action immediately upon discovering such dangerous condition or emergency.

(B) Remedies. Upon the occurrence of an event of default under this Agreement, the City shall be entitled to (i) terminate this Agreement by giving Contractor written notice thereof, (ii) take such actions in the way of "self-help" as the City determines to be reasonably necessary or appropriate to cure or lessen the impact of such default, all at the expense of Contractor, (iii) demand that Contractor repay up to all funds previously disbursed by the City to Contractor, and (iv) exercise any and all other rights and remedies under this Agreement or available at law or in equity, including without limitation pursuing an action for specific performance against Contractor. Contractor shall be liable for all costs and damages, including without limitation attorneys' fees, suffered or incurred by the City as a result of such default under this

Agreement or the City's termination of this Agreement for default. The failure of the City to insist upon the strict performance of any covenant or duty, or to pursue any remedy, under this Agreement shall not constitute a waiver of the breach of such covenant or of such remedy.

6. **Notices.** All notices given by the parties hereunder shall be deemed given if personally delivered, or delivered by Federal Express, UPS, or other recognized overnight courier, or mailed by U.S. registered or certified mail, postage prepaid, return receipt requested, addressed to the parties at their addresses below or at such other addresses as either party may designate by notice to the other party given in the manner prescribed herein. Notices shall be deemed given on the date of receipt.

To the City:
Director
Dept. of Buildings and Inspections
City of Cincinnati
805 Central Avenue, Suite 500
Cincinnati, Ohio 45202

To Contractor:
People Working Cooperatively, Inc.
4612 Paddock Road
Cincinnati, Ohio 45229
Attention: Jock Pitts, President

If Contractor sends a notice to the City alleging that the City is in breach of this Agreement, Contractor shall simultaneously send a copy of such notice to: City Solicitor, City of Cincinnati, 801 Plum Street, Room 214, Cincinnati, Ohio 45202.

7. **Representations, Warranties and Covenants.** Contractor makes the following representations, warranties, and covenants to induce the City to enter into this Agreement:

(i) Contractor is a nonprofit corporation duly organized and validly existing under the laws of the State of Ohio, has properly filed all certificates and reports required to be filed by it under the laws of the State of Ohio, and is not in violation of any laws of the State of Ohio relevant to the transactions contemplated by this Agreement.

(ii) Contractor has full power and authority to execute and deliver this Agreement and to carry out the transactions provided for herein. This Agreement has by proper action been duly authorized, executed, and delivered by Contractor and all actions necessary have been taken to constitute this Agreement, when executed and delivered, valid and binding obligations of Contractor.

(iii) The execution, delivery, and performance by Contractor of this Agreement and the consummation of the transactions contemplated hereby will not violate any applicable laws, or any writ or decree of any court or governmental instrumentality, or the organizational documents of Contractor, or any mortgage, indenture, contract, agreement or other undertaking to which Contractor is a party or which purports to be binding upon Contractor or upon any of its assets, nor is Contractor in violation or default of any of the foregoing.

(iv) There are no actions, suits, proceedings, or governmental investigations pending, or to the knowledge of Contractor, threatened against or affecting Contractor, at law or in equity or before or by any governmental authority.

(v) Contractor shall give prompt notice in writing to the City of the occurrence or existence of any litigation, labor dispute, or governmental proceeding or investigation affecting Contractor that could reasonably be expected to interfere substantially with its normal operations or materially and adversely affect its financial condition.

(vi) The statements made in the documentation provided by Contractor to the City that are descriptive of Contractor or the Services have been reviewed by Contractor and do not contain any untrue statement of a material fact or omit to state any material fact necessary in order to make such statements, in light of the circumstances under which they were made, not misleading.

(vii) Neither Contractor nor its affiliates owe any outstanding fines, penalties, judgments, water or other utility charges or other amounts to the City.

8. **Reporting Requirements**.

(A) Submission of Records and Reports; Records Retention. Contractor shall collect, maintain, and furnish to the City upon the City's request such accounting, financial, business, administrative, operational, and other reports, records, statements, and information as may be requested by the City pertaining to Contractor, the Services, or this Agreement, including without limitation audited financial statements, bank statements, income tax returns, information pertinent to the determination of finances related to the Services, and such reports and information as may be required for compliance with programs and projects funded by the City, Hamilton County, the State of Ohio, or any federal agency (collectively, "**Records and Reports**"). All Records and Reports compiled by Contractor and furnished to the City shall be in such form as the City may from time to time require. If requested by the City or otherwise required by applicable law or regulation, financial statements furnished by Contractor shall be audited.

(B) City's Right to Inspect and Audit. From and after the Effective Date and for a period of five years after the Services have been completed, Contractor shall permit the City and its designees and auditors to have reasonable access to and to inspect and audit Contractor's Records and Reports. In the event any such inspection or audit discloses a material discrepancy with information previously provided by Contractor to the City, Contractor shall reimburse the City for its out-of-pocket costs associated with such inspection or audit.

9. **CDBG Provisions**. The parties hereto agree to comply with the provisions of the attached Exhibit C.

10. **Compliance with Laws, Regulations, and Programs**. Contractor shall obtain all necessary permits, licenses, and other governmental approvals and shall comply with all applicable federal, state and local laws, codes, ordinances, and other governmental requirements applicable to the Services. Certain potentially applicable laws, regulations, governmental requirements, and contractual provisions required to be included by City policy are described on Exhibit D (*Additional Requirements*) hereto.

11. **General Provisions**.

(A) Assignment. Contractor shall not assign its rights or interests under this Agreement or any ancillary agreements with the City without the prior written consent of the City Manager.

(B) Entire Agreement; Conflicting Provisions. This Agreement (including the exhibits hereto) and the other agreements referred to herein contain the entire agreement between the parties with respect to the subject matter hereof and supersedes any and all prior discussions, negotiations, representations or agreements, written or oral, between them respecting the subject matter hereof. In the event that any of the provisions of this Agreement purporting to describe specific provisions of other agreements are in conflict with the specific provisions of such other agreements, the provisions of such other agreements shall control. In the event that any of the provisions of this Agreement, including those provisions included in Exhibit C and Exhibit D hereof, are in conflict or are inconsistent, the provision determined by the City to provide the greatest legal and practical safeguards with respect to the use of the Funds and the City's interests in connection with this Agreement shall control.

(C) Amendments. This Agreement may be amended only by a written amendment signed by both parties.

(D) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the City of Cincinnati and the State of Ohio. All actions regarding this Agreement shall be brought in the Hamilton County Court of Common Pleas, and Contractor agrees that venue in such court is proper. Contractor hereby waives trial by jury with respect to any and all disputes arising under this Agreement.

(E) Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of and be enforceable by and against the parties and their respective successors and permitted assigns.

(F) Captions. The captions of the various sections and paragraphs of this Agreement are not part of the context hereof and are only guides to assist in locating such sections and paragraphs and shall be ignored in construing this Agreement.

(G) Severability. If any part of this Agreement is held by a court of law to be void, illegal, or unenforceable, such part shall be deemed severed from this Agreement, and the balance of this Agreement shall remain in full force and effect.

(H) No Recording. This Agreement shall not be recorded in the Hamilton County Recorder's office.

(I) Time. Time is of the essence with respect to the performance by the parties of their respective obligations under this Agreement.

(J) No Third-Party Beneficiaries. The parties hereby agree that no third-party beneficiary rights are intended to be created by this **Agreement.**

(K) Official Capacity. All representations, warranties, covenants, agreements, and obligations of the City under this Agreement shall be effective to the extent authorized and permitted by applicable law. None of those representations, warranties, covenants, agreements, or obligations shall be deemed to be a representation, warranty, covenant, agreement, or obligation of any present or future officer, agent, employee, or attorney of the City in other than his or her official capacity.

(L) No Brokers. The parties represent that they have not dealt with a real estate broker, salesperson or other person who might claim entitlement to a fee or other compensation as a result of the parties' execution of this Agreement or the sale of the development site.

(M) Recognition of City Assistance. Contractor shall acknowledge the financial support of the City with respect to this Agreement in all printed promotional materials (including, without limitation, informational releases, pamphlets, and brochures, construction signs, project and identification signage, and stationery) and any publicity (such as, but not limited to, materials appearing on the Internet, television, cable television, radio, or in the press or any other printed media) relating to the Services. In identifying the City as a funding source, Contractor shall use either the phrase •Funded by the City of Cincinnati" or a City of Cincinnati logotype or other form of acknowledgement that has been approved in advance in writing by the City.

(N) Administrative Actions. To the extent permitted by applicable laws, all actions taken or to be taken by the City under this Agreement may be taken by administrative action and shall not require legislative action of the City beyond the legislative action authorizing the execution of this Agreement or the funding hereunder.

(0) Counterparts and Electronic Signatures. This Agreement may be executed by the parties hereto in two or more counterparts and each counterpart shall be considered an original. This Agreement may be executed and delivered by electronic signature; any original signatures that are initially delivered electronically shall be physically delivered as soon as reasonably possible.

Invoicing Parameters:
Labor (the "Labor Rate") - $71/hr*;
Materials at cost;
Fixed activity delivery cost – 17.5% of total; and
Contractor will invoice on a monthly basis.

*The Parties agree to review an annual labor rate escalator using the latest 12-month U.S. Bureau of Labor Statistics Employment Cost Index("Labor Rate Review"). The foregoing notwithstanding, the City shall be under no obligation to adjust the Labor Rate in response to a review of the annual labor rate escalator, any change to the Labor Rate shall be at the City's sole and absolute discretion, and the performance of a Labor Rate Review does not obligate the City to include Contractor in the administration of the Services beyond the expiration or earlier termination of this Agreement nor does it entitle Contractor to any funding for Services beyond the expiration or earlier termination of the Agreement.



November 18, 2025

Colerain Township Leadership,

I am writing in support of People Working Cooperatively (PWC) and their application in response to the Colerain Township Home Repair Assistance Program Request for Proposals. PWC has been a reliable and trustworthy partner of the Chamber and the Township for many years. Colerain Give Back Day, just this past weekend, has been a huge success, in large part due to their dedication and leadership, spearheaded by Ron Henlein and Will Mueller. Additionally, I have witnessed their staff of trades professionals in action and know that they provide hundreds of home repairs and modifications every year at no cost for low-income homeowners living in Colerain Township. I cannot imagine a better provider for the new Colerain Township Home Repair Assistance Program.

PWC not only has an excellent reputation, but it also has the support of the community. The success of Colerain Give-Back Day, which draws engagement from local volunteers, private donors, the business community, and local foundations, including the Colerain Chamber Foundation, is a testament to the caliber of this organization, its leadership, its vision for the community, and the services it provides.

While PWC's expertise and dependability make them an excellent partner for the Township, their reputation and the caliber of their services are even more important to Colerain's low-income homeowners. It is humbling to have to ask for help with home maintenance that you could once afford on your own. PWC's staff, their compassion, and their professionalism make asking for help a little less difficult.

Equally important, many older adults worry about being taken advantage of by unscrupulous service people. With PWC, they know they have a partner they can trust, one who has served for fifty years! They are a partner the community can count on to treat them with respect - to listen, to provide expert advice, and to deliver home repairs and modifications to the highest of professional standards.

Again, I wholeheartedly support their application to be the provider for Colerain Township's new Home Repair and Assistance Program.

Sincerely,

Dave Moravec

President/CEO

4300 Springdale Road, Cincinnati Ohio 45251 / 513-923-5036

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION O
NON-COLLUSION AFFIDAVIT

To: Colerain Township, Ohio
Hamilton County, Ohio

Jack J. Pitts
(Name of Individual)

People Working Cooperatively
(Company Representing)

BEING DULY SWORN, DOES DEPOSE AND THAT (HE, SHE, THEY) RESIDE AT

Oxford Butler County, Ohio
(Residence Address)

AND THAT

People Working Cooperatively
(Name of Company)

4612 Paddock Rd Cinti Oh 45229
(Company Address)

IS THE ONLY ENTITY INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT; THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS THEREOF WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK; THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OR FRAUD; AND, ALSO, THAT NO MEMBER OF THE BOARD OF TRUSTEES, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THEREIN, OR ANY OFFICER OR EMPLOYEE OF COLERAIN TOWNSHIP, OHIO, IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

Jack J. Pitts
Signature

Jack J. Pitts, President
Printed Name/Title

People Working Cooperatively
Company

Sworn to and subscribed in my presence on this 14th day of November, 20 25 by the above referenced person on behalf of the contractor or supplier.

Bernice Evans
Notary Public

NOTARIAL SEAL STATE OF OHIO

BERNICE EVANS
Notary Public, State of Ohio
My Commission Expires:
March 3, 2029

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION R
AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES AND POLITICAL CONTRIBUTIONS

To: Colerain Township, Ohio
Hamilton County, Ohio

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), being first duly sworn, as a condition to be considered for the reward of a contract by Colerain Township, Ohio for People Working Cooperatively hereby states that such entity is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of Hamilton County in which Colerain Township as a tax district has territory and that such entity was not charged with delinquent personal property taxes on any such tax list.

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), also further certifies that such entity is in compliance with ORC Section 3517.13(I) or 3517.13(J), whichever is applicable, relative to political contributions to public officials of Colerain Township, Ohio.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

Scott S. Pitts
Signature

Scott S. Pitts, President
Printed Name/Title

People Working Cooperatively
Company

Sworn to and subscribed in my presence on this 14th day of November, 20 25 by the above referenced person on behalf of the contractor or supplier.

Bernice Evans
Notary Public

NOTARIAL SEAL STATE OF OHIO

BERNICE EVANS
Notary Public, State of Ohio
My Commission Expires:
March 3, 2029

PWC's experience working with governmental entities on the local, state and national level is extensive. Since 2020 PWC has received over 25 million dollars is federal awards, either direct or pass-through. In addition to meeting our contractual deadlines PWC has a solid history of clean financial and administrative audits.

- Department of Health (ODH) Lead Safe Housing Fund (LSHF) since 2023 to provide lead-safe renovations in 47 homes in southwest Ohio in high-risk zip codes, repairing deteriorated painted surfaces in pre-1978 dwellings to help prevent lead poisoning. PWC's LSHF program also provided specialized cleaning kits and education to each family to maintain safe and healthy environments. An additional 10 households received in-home consultations and cleaning kits, and PWC conducted visual assessments and education for another 8 families who needed help identifying potential hazards and information on how to make their own homes safer.
- ODH State Children's Health Insurance Program (SCHIP) Primary Prevention Regional Housing Repair Project: Third Party Administrator (2024-2027) – Administer SCHIP Primary Prevention Program in 11-county region in southwest Ohio, providing lead-safe renovations to prevent lead poisoning. Complete approximately 20 units per year.
- ODH-SCHIP Lead Abatement Program: Targeted Area Program Administrator for Hamilton County (2020 – 2023) – Administered SCHIP Lead Abatement program in Hamilton County by enrolling properties, conducting lead-based paint inspections and risk assessments, developing scopes of work, procuring bids from local contractor pool, monitoring projects and performing lead clearance exams. Successfully cleared 43 total projects.
- HUD Healthy Homes and Weatherization Cooperation Demonstration grant (2021-2025) – Provided combination of weatherization, lead hazard control and healthy homes services to Cincinnati residents, in collaboration with the City of Cincinnati's Lead Hazard Control program. Completed 50 units to demonstrate effectiveness of program coordination.
- City of Cincinnati HUD-Lead Hazard Control Grant Programs – Provide applicant intake and perform lead hazard control work since 2009.
- Hamilton County Public Health HUD-LHC grant program – Provide applicant intake and lead abatement contracting services 2022 – 2025.
- City of Cincinnati Housing Repairs Services with HUD-funded Community Development Block Grant (CDBG) program to provide applicant intake and perform emergency and critical home repairs for low-income homeowners.

- City of Middletown Housing Repairs Services with CDBG-funded program to provide applicant intake and perform emergency and critical home repairs for low-income homeowners since 2006.
- City of Cincinnati Homeowner Assistance Repairs for Building Order Relief (HARBOR) – CDBG-funded program to provide low-income homeowners with home repair services to abate City of Cincinnati-assessed housing code violations since 2018.
- Department of Development/Department of Energy – Home Weatherization Assistance Program (HWAP) for Hamilton County since 2012.
- Duke Energy Weatherization program for low-income Duke customers in Ohio and Kentucky.
- Accessibility Modifications Program – In-home modifications for older adults and people with disabilities in Southwest Ohio and Northern Kentucky since 2006.
- Ohio Development Services Agency (ODSA) Emergency Home Repair Program – Major home repairs and modifications for low-income families in Butler, Clermont, Greene, Hamilton, and Warren Counties for more than 25 years.
- Volunteer Involvement Program (VIP) – PWC's volunteer program engages nearly 3,500 community volunteers in its mission each year, providing minor home repair and home maintenance services to nearly 1,000 low-income seniors and people with disabilities annually.
- Cincinnati Asthma-Friendly Environments (CAFE) – Pilot program with Cincinnati Children's Hospital Environmental Health and Lead Clinic to connect children with difficult-to-treat asthma to housing interventions that can reduce exposure to asthma triggers.
- Community Learning Center Institute (CLCI) – Partnership program with CLCI to target housing interventions to households with children in Cincinnati Public Schools and measure health and educational outcomes.

North Side Bank
AND TRUST COMPANY

Dear Colerain Township,

I am writing in support of People Working Cooperatively (PWC) and their application in response to the Colerain Township Home Repair Assistance Program Request for Proposals. North Side Bank employees have participated in PWC's Prepare Affair volunteer event for several years, and we support the work PWC does in our community. PWC has both a long history and a strong reputation. They have been providing home repairs, accessibility modifications, and energy conservation services at no cost for their clients for over 50 years. Their work stabilizes homes, improves living conditions, and prevents displacement, helping our low-income neighbors, especially older adults, remain living more safely and healthily in their own homes.

As a lending institution, North Side Bank knows how important a home is to owners and their families. We know that when a home falls into disrepair that represents a loss of investment value, which can be devastating to a family's long-term financial stability. A poorly maintained home also impacts the value of neighboring homes. When PWC keeps one home in good condition, it doesn't just help that homeowner, it helps neighboring owners as well. When they work on multiple homes in a neighborhood, the impact is even greater. As the old saying goes, "a rising tide lifts all boats."

Finally, I'm writing in support of Colerain's low-income homeowners. Many homeowners feel vulnerable when dealing with contractors, worrying that they might overcharge for services or suggest unnecessary and expensive upgrades. Because PWC is a nonprofit organization and provides their services at no cost, homeowners can rest assured that suggested repairs and improvements are necessary and the best solution for their home. PWC's trade staff and 50-year history give them confidence in the quality of service they receive. And PWC's mission-focus means their employees treat every homeowner with dignity and respect, regardless of their financial status.

Sincerely,

Blandy Sasser, Branch Mgr./AVP

9315 COLERAIN AVE. CINCINNATI, OH 45251 • PHONE: (513) 385-8190
WWW.NSBT.NET

SC MINISTRY
FOUNDATION
Promoting the Mission of the Sisters of Charity of Cincinnati

November 5, 2025

Dear Colerain Township Trustees,

The SC Ministry Foundation is writing in support of People Working Cooperatively (PWC) and their application to the Colerain Township Home Repair Assistance Program Request for Proposals. The SC Ministry Foundation has supported PWC's home repairs and modifications program for low-income homeowners in the Price Hill neighborhoods for many years. They have consistently been an excellent provider of services for Price Hill residents, completing work that improves the built environment, living conditions, and the safety and health of our neighbors. They have also been an extremely reliable partner, completing work as laid out in their proposals and submitting reports in a timely manner. I have every confidence that PWC would be an equally valuable and reliable partner for Colerain Township.

Sincerely,

Tim Moller

Tim Moller, CFO Emeritus
Sisters of Charity

5900 Delhi Road
Mount St. Joseph, OH 45051
P 513.347.1122
www.srcharitycinti.org/ministries/empowerment/sc-ministry-foundation

November 7, 2025

To Whom it May Concern:

REF: LETTER OF RECOMMENDATION FOR PEOPLE WORKING COOPERATIVELY

Dear Community Representative:

I am the President of the Lutheran Benevolent Society, Inc., which is a 501 (c) 3 charitable organization. We have a continuing relationship with People Working Cooperatively (PWC), and the purpose of this letter is to provide our full endorsement to their work. Our organization exists to provide assistance to the less fortunate in the greater Madisonville area community.

After we originally envisioned and built the St. Paul Village, now owned by Episcopal Retirement Services, we expanded our mission to others in our community. Over the past several years, our charitable organization has also provided in excess of $90,000 through PWC to help address building code violations for those in our community who do not have the resources available to address these issues.

When we work with PWC, they have the contacts for both the needy citizens and the repair contractors who can handle the many requests they receive. They have identified those who meet our very specific criteria, and they manage repair projects among those who qualify under our specifications without our members having to be directly involved. We find this both a very helpful and worthwhile use of our organization's funds, with the extra benefit of allowing them to handle all aspects of the service delivery.

We plan to continue to use them as our funds allow. Please feel free to call me with any questions or concerns at the number below!

Regards,



Nathan Bromen, President
The Lutheran Benevolent Society
5433 Madison Road
Cincinnati, Ohio 45227
(513) 250-6123 (personal cell)

SUBRECIPIENT AGREEMENT BETWEEN
Colerain Township AND Habitat for Humanity of Greater Cincinnati (HFHGC)
FOR HOME REPAIR ASSISTANCE PROGRAM SERVICES

THIS AGREEMENT, entered this _____day of _____, 2025 by and between Colerain Township ("Grantee") and Habitat for Humanity of Greater Cincinnati ("HFHGC" or "Subrecipient").

WHEREAS, the Grantee has received Community Development Block Grant ("CDBG") funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds; NOW, THEREFORE, it is agreed between the parties hereto that;

I. SCOPE OF SERVICE

a. Activities

The Subrecipient will be responsible for administering a CDBG 2025 Home Repair Assistance Program in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant Program:

- Outreach and homeowner application intake
- Eligibility verification and income documentation (≤80% AMI)
- Home inspections and scope development
- Contractor solicitation, selection, and oversight
- Construction management, permitting, and inspection coordination
- Compliance with CDBG regulations
- Submission of all program documentation, progress reports, and reimbursement requests

b. National Objectives

All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Subrecipient certifies that the activity carried out under this Agreement will meet benefit low- and moderate-income people.

c. Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to provide the following levels of program services: Subrecipient will provide housing rehabilitation services to ten (10) units.

d. Staffing

Megan Golike, Director of Operations
Jim Weyman, Repair Program Lead Administrator
Ron Tishma, Repair Program Administrator
Jason Crimmel, Repair Program Manager

e. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on the _____ day of _____, 2025 and end on the _____ day of _____, 2025. The term of this Agreement and the provisions herein shall be extended to cover any reasonable additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. BUDGET

Category	**Amount**
Hard Costs – Direct Construction	$80,000
Soft Costs – Program Administration	$10,000
Contingency	$10,000
Total	**$100,000**

In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed one hundred thousand Dollars ($100,000). Drawdowns for the payment of eligible expenses shall be made against the line-item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line-item budgets specified in Paragraph III and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 2 CFR 200.

V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent shall be effective on the date of sending or delivery, whichever is first. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this Agreement shall be directed to the following contract representatives:

Grantee
Jeff Weckbach
Township Administrator
Colerain Township
jweckbach@colerain.org

Subrecipient
Dominique DeLucia
Grant Manager
Habitat for Humanity of Greater Cincinnati
dominique.delucia@habitatcincinnati.org
513-482-2782

VI. GENERAL CONDITIONS

a. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

b. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

c. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

d. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement. Subrecipient shall require its contractors and subcontractors to provide Workers' Compensation Insurance coverage at the statutory limits required by the Ohio Revised Code.

e. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee. The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR 200, Bonding and Insurance.

f. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

g. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by

a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

h. Suspension or Termination

In accordance with 2 CFR 200, the Grantee may suspend or terminate this Agreement if the Subrecipient ma- terially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any mate- rial respect.

In accordance with 2 CFR 200, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

VII. ADMINISTRATIVE REQUIREMENTS

a. Financial Management

1. Accounting Standards: The Subrecipient agrees to comply with 2 CFR 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles: The Subrecipient shall administer its program in conformance with 2 CFR 200 as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

b. Documentation and Record Keeping

1. Records to be Maintained: The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

    a. Records providing a full description of each activity undertaken;
    b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;

c. Records required to determine the eligibility of activities;
d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
f. Financial records as required by 24 CFR 570.502, and 2 CFR 200; and
g. Other records necessary to document compliance with Subpart K of 24 CFR 570.

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records

must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-outs

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Not withstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made avail- able to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning sub- recipient audits and 2 CFR 200.

c. Reporting and Payment Procedures

1. Program Income

   The Subrecipient certifies that the Program does not generate income as defined at 24 CFR 570.500(a).

2. Indirect Costs

   Indirect costs may be charged under this Agreement in compliance with federal laws, rules, and regulations.

3. Payment Procedures

   The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. Payments will be made for eligible expenses incurred by the Subrecipient, and not to exceed actual cash requirements. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

4. Progress Reports

   The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

d. Procurement

1. Compliance

   The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

2. OMB Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.

3. Travel

Travel necessary to provide direct service to residents is eligible for reimbursement under this Agreement. Mileage must be tracked using odometer readings and reimbursement is made according to the Internal Revenue Service rates. No other travel is reimbursable with funds provided under this Agreement.

VIII. PERSONNEL & PARTICIPANT CONDITIONS

a. Civil Rights

1. Compliance

The Subrecipient agrees to comply with [fill in local and state civil rights ordinances here] and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared, or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines

necessary for compliance with that portion of the regulations in force during the term of this Agreement.

b. Affirmative Action

1. Approved Plan

   The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

   The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

   The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

4. Notifications

   The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

   The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

c. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the ad- ministration of the program for political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of $2,000.00 for construction, renovation, or repair work financed in whole or in part with assistance pro- vided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

d. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

i. Approvals: The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

ii. Monitoring: The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and support- ed with documented evidence of follow-up actions taken to correct areas of noncompliance.

iii. Content: The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

iv. Selection Process: The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 2 CFR 200 and 570.611, which include (but are not limited to) the following:

a. The Subrecipient shall maintain a written code or standards of conduct that shall gov- ern the performance of its officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds.

b. No employee, officer, or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooper- ative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:

d. Lobbying Certification: This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

IX. ENVIRONMENTAL CONDITIONS

a. Air and Water

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

i. Clean Air Act, 42 U.S.C., 7401, et seq.;
ii. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
iii. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR 50, as amended.

b. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Sub- recipient shall assure that for activities located in an area identified by the Federal Emergency Management

Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

c. Lead-Based Paint

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment, and/or abatement may be conducted.

d. Historic Preservation

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

X. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected there- by and all other parts of this Agreement shall nevertheless be in full force and effect.

XI. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIII. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

[Signatures appear on next page]

Date: _____ day _____, 2025

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

GRANTEE
Colerain Township

_____
Jeff Weckbach, Township Administrator

Date: _____

SUBRECIPIENT
Habitat for Humanity of Greater Cincinnati

_____
Joe Hansbauer, CEO

Date: _____

Approved as to form:

By: _____

Date: _____

Colerain Township, Ohio

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with IAFF in substantially the same form

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated the attached Collective Bargaining Agreement with the IAFF Union which represents full time employees in our Fire Department.

AGREEMENT

Between
The Colerain Township
Board of Trustees
And



Colerain Career Firefighters
IAFF Local 3915

January 1, 2026 through December 31, 2028

TABLE OF CONTENTS

Article 1: Agreement 3
Article 2: Recognition 3
Article 3: Purpose 3
Article 4: Employer and Management Rights 3
Article 5: Representatives 4
Article 6: Grievance Procedure 5
Article 7: Probationary Periods 8
Article 8: Layoff and Recalled Employees 8
Article 9: Reallocations 9
Article 10: Reinstated Employees 9
Article 11: Overtime 9
Article 12: Personnel Evaluations 9
Article 13: Allowances 9
Article 14: Union Dues 10
Article 15: Wages Administration and Interpretation 10
Article 16: Professional Liability Insurance 10
Article 17: Health and Life Insurance 11
Article 18: Uniforms 11
Article 19: Union Business 12
Article 20: Holidays and Personal Leave 12
Article 21: Medical Fitness 12
Article 22: Non-Discrimination 13
Article 23: Wage Scales 13
Article 24: Court Appearance 14
Article 25: Training 15
Article 26: Re-Opening Clause 15
Article 27: Savings Clause 15
Article 28: Personnel Records Review 15
Article 29: Labor and Management Meeting 16
Article 30: Vacation 18
Article 31: Leaves of Absence 19
Article 32: Subcontracting 23
Article 33: Expiration 23
Memorandum of Understanding: Medical Examination 24
Memorandum of Understanding: Public Education Special Events Details 25
Signature Page 26

Article 1: Agreement

This agreement, entered into by the Colerain Township Board of Trustees. herein referred to as the "Employer", and the International Association of Fire Fighters Local # 3915, Colerain Township Career Firefighters, herein referred to as the "Union."

Article 2: Recognition

The Employer recognizes the Union as the sole and exclusive representative of this collective bargaining agreement with respect to wages, hours, benefits, and other terms and conditions of employment for all “full-time” employees covered by the agreement, including the title of Firefighter, Specialist, Lieutenant, Captain, and Battalion Chief who are members of Colerain Career Firefighters IAFF Local 3915.

Article 3: Purpose

The purpose of this agreement is to promote and maintain a harmonious relationship between the Employer and the Union. Employer and Union leadership shall commit to communication and participation. It is the trust in this process that makes this agreement and the organization successful.

Article 4: Employer and Management Rights

The Union recognizes the Employer's exclusive rights to manage its affairs and the Employer retains and reserves unto itself, without limitation, all powers, rights, and authorities conferred upon and vested in it by the laws and constitution of the State of Ohio. All rights which are ordinarily vested in and exercised by employers except those specifically addressed within this agreement are hereby reserved to and remain vested in the Employer, including but not limited to:

1. The right to manage its affairs efficiently and economically, including the quantity, quality, frequency, and type of services to be rendered; the determination, purchase and control of the types and numbers of materials, machines, tools and equipment to be used; the selection of the location, number and type of its facilities and installations; the addition of or discontinuation of any services, facilities, equipment, materials or methods of operation.

2. The right to hire and set the starting rate of pay within contractual salary ranges as per the contract and to determine starting and quitting time and the number of hours to be worked, including overtime, meals, breaks, rest periods and cleanup times; to determine the amount of supervision necessary, work schedules and the method and process by which work is performed. The right to contract, subcontract and purchase any or all work, processes or services or the construction of new facilities or the improvement of existing facilities; to adopt, revise, and enforce working rules and carry out cost control and general improvement programs.

3. The right to determine the existence or non-existence of facts which are the basis of management decisions, to establish or continue policies, practices or procedures for the conduct of the Fire Department and its service to the public and from time to time to change or abolish such practices and procedures; the right to determine the number and location and/or relocation and types of employees or to discontinue any performance of service by employees of the Township of Colerain; to determine the number of hours per day or week any operation of the Fire Department may be carried on; to select and determine the number and type of Employees required; to assign work to Employees in accordance with requirements determined by Employer's authorities; to establish training programs and upgrading requirements for Employees within the Department; to establish and change work schedules and assignments; to transfer, promote or demote Employees, or to layoff, terminate or otherwise relieve Employees from duty for lack of work or other reasons; to continue, alter, make and enforce reasonable rules for the maintenance of discipline; to suspend. discharge, or otherwise discipline Employees for other reasons and otherwise take such measures as the Employer may determine to be necessary for the orderly and efficient operation of the Fire Department. However, nothing herein will prevent employees from presenting their grievances for a complaint or violation of any article or specific term of this agreement.

Article 5: Representatives

The Employer recognizes the right of the Union to select six (6) representatives from the Union (herein after referred to as the "Local IAFF 3915 Union Board"), however, neither the Union nor the Employer will be represented by more than three elected individuals at contract negotiation sessions.

The authority of these representatives elected by the Union membership shall be limited to, and shall not exceed, the following duties and activities:

1. The investigation and presentation of grievances in accordance with this agreement.

2. The transmission of such messages and information, which shall originate with and are authorized by the member of such representative, provided the information and message has been reduced to writing, or;

3. If not reduced to writing, are of a routine nature and do not involve work stoppage, slowdowns, refusal to perform services, or any other interference with the Employer's business.

4. The right to assist members in disciplinary matters and compensation claims.

These representatives have no authority to take, encourage, or tolerate any action prohibited under this agreement that interrupts the Employer's business. The representatives shall be permitted reasonable time to investigate, process, and present formal grievances on the Employer's property with no loss of pay during their regular working hours, provided that where such time is required it is approved by the Fire Chief or Assistant Chief.

Article 6: Grievance Procedure

Section 6.1
The term grievance will mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Article of this Agreement or those matters which are controlled by the provisions of Federal Laws, State Laws or by the United States or Ohio State Constitution.

Section 6.2
An employee shall first meet with the Employer prior to any appeal to an outside governmental administrative agency in an effort to resolve any matter having specific administrative relief of a judicial or quasi-judicial nature provided for by the statutes of the State of Ohio or the United States for review or redress; i.e., Worker's Compensation, Unemployment Compensation, E.E.O.C., Civil Rights Commission, and Wage and Hour Division. Such matters may not be made the subject of a grievance hereunder and may not be processed as such.

Section 6.3
All grievances shall be presented at the proper step and time in progression in order to be considered at the next step. Grievances involving lost pay discipline (suspension, reduction in pay, removal or discharge) shall be initiated at Step 2.

Disciplinary actions of Verbal Counseling, Written Warning, and Written Reprimand, while considered disciplinary in nature, are also not subject to the grievance procedure.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal.

Any grievance not answered by the Employer's representatives within the stipulated time limits, within the first two steps of the grievance procedure, will be deemed denied and may be advanced by the employee to the next step in the grievance procedure, and will be heard and responded to as outlined in this article. Time limits set forth herein may only be extended by mutual agreement.

Where a group of bargaining unit employees desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a like manner, one member selected by such a group will process the grievance, and shall so indicate that the grievance is a group grievance.

A grievance brought by the Union will require the approval of the Employer and the Union Representative prior to any agreement.

A grievance may be brought by any member of the bargaining unit on their own behalf. The union shall have the right to be present at the settlement of any grievance brought by an employee on their own behalf.

Section 6.4
A grievance shall be submitted to the grievance procedure within ten (10) calendar days after an

employee knows or should have known the facts giving rise to the grievance, otherwise it will be considered not to have existed.
In this article, "working days" will not include Saturdays, Sundays, or Holidays.

Section 6.5
All grievances shall be submitted in writing and should contain the following information to be considered:

1. Aggrieved employee's name and signature;

2. Date grievance was filed in writing;

3. Date, time and location of grievance;

4. Description of incident giving rise to-the grievance;

5. Date grievance was first discussed;

6. Name of supervisor with whom grievance was discussed;

6. Article and section of the Agreement alleged to have been violated; and

8. Desired remedy to resolve grievance.

Section 6.6
The following steps shall be followed in the formal processing of grievances:

Step 1.
A grievance may be submitted by the employee to the Chief of the Department or their designee within the time limits set forth in Section 6.4. It will be the responsibility of the Chief of the Department or their designee to investigate the matter and to provide a written answer to the employee within ten (10) calendar days following the day on which the matter was submitted to him or her.

Step 2.
A grievance unresolved at Step 1 may be submitted by the employee to the Township Administrator within seven (7) calendar days of the presentation of the Step 1 answer. The Administrator or their designee shall conduct a hearing with the employee, a representative of the Union if the employee desires, and other individuals as required to gather information, provided that Article 3, Section 3.4 is not violated, within ten (10) calendar days of submission of the grievance to Step 2, to discuss the grievance. The Administrator or their designee shall provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 3.
In the event the grievance cannot be resolved at Step 2, the grievance may be submitted by the Local IAFF 3915 Union Board to the Board of Colerain Township Trustees within seven (7)

calendar days of the presentation of the Step 2 answer. The Board of Trustees must meet with the employee and a representative of the Union if so requested in writing no later than one day prior to the scheduled meeting, in executive session at the next regularly scheduled Board of Trustee's meeting to discuss the grievance. The Board of Trustees or its designee must provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 4. Mediation.
If the grievance is not resolved in Step 3, the Local IAFF 3915 Union Board, within seven (7) calendar days from receipt of the Township Trustees response, may appeal the decision, at no cost to the Employer or the Union, to the Federal Mediation and Conciliation Service (FMCS) for Mediation.

Step 5. Arbitration.
A grievance unresolved at Step 4 may be submitted to arbitration upon request of the Union in accordance with the provisions of Section 6.6 of this Article hereinafter set forth.

Section 6.6
The Union, based upon the facts presented, has the right to decide whether to submit a grievance for arbitration. Within fourteen (14) calendar days from the date of the final answer on a grievance from Step 5, the Union shall notify the Employer in writing of its intent to seek arbitration over an unresolved grievance. The Union may withdraw its request to arbitrate at any time prior to the actual hearing. Any cancellation fee due the arbitrator shall be paid by the party or parties canceling the arbitration. Any grievance not submitted within the fourteen (14) calendar day period described above will be deemed settled on the basis of the last answer given by the Employer or its representative. The arbitration hearing shall be held within 180 calendar days of the original posting to arbitration, or the grievance shall be deemed to be resolved. Delay beyond 180 calendar days caused by the chosen arbitrator will not be grounds for waiver.

A. After receipt of a request to arbitrate, the representatives of each of the parties shall select an arbitrator. The arbitrator shall be selected in the following manner: the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested to submit a panel list of seven (7) arbitrators. The parties shall alternately strike the names of the arbitrators until only one name remains. The person whose name remains will be the arbitrator.

The arbitrator shall limit their decisions strictly to the interpretation, application or enforcement of specific Articles of this agreement. The arbitrator may not modify or amend this Agreement.

B. The question of the arbitrability of a grievance may be raised by either patty before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines the grievance is arbitrable, the alleged grievance will be heard on its merits before the same arbitrator.

C. The decision of the arbitrator will be final and binding on the grievant, the Union, and the Employer. The arbitrator shall render their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final briefs.

D. The costs of the services and expenses of the arbitrator and hearing room expenses, if any, shall be borne equally by the Employer and the Union. The expenses of any witnesses shall be borne by the party calling them. The fees of the court reporter shall be paid by the requester, or split equally by the parties if both parties desire a reporter. Any bargaining unit member whose attendance is required by the Employer for such hearing shall not lose pay or benefits to the extent such hearing hours are during normal scheduled working hours on the day of hearing.

Section 6.8
The Union shall use a grievance form which shall provide the information outlined in Section 6.5. The Union shall have the responsibility for the duplication, distribution, and their own accounting of the grievance forms.

Article 7: Probationary Periods

Each new full-time employee will be required to serve a minimum probationary period of twelve (12) months from the date of appointment. New full time employees without paramedic certification will remain on probation until the time they obtain paramedic certification. At no point will an employees probationary period be less than twelve (12) months regardless of paramedic certification. The newly hired probationary employee may be discharged for any reason during the probationary period at the sole discretion of the Employer.

A newly promoted employee will be required to serve a probationary period of twelve (12) months from the date of promotion. A newly promoted employee may be demoted at the discretion of the Fire Chief for unsatisfactory performance during the promotional probationary period.

If the promoted or new employee should suffer an injury or illness during the probationary period that results in extended medical leave, the employee's probationary period may be extended for a period of time commensurate with the time spent on medical leave.

Article 8: Layoff and Recalled Employees

Before the layoff of full-time employees, the Township will reduce 100% of 24-hour "part-time" staffing positions (i.e., shift slots). Reductions or layoffs would then continue by maintaining the resulting full-time/part-time 24-hour staffing ratio. Nothing here prevents the Township from reducing part-time positions (i.e., shift slots) beyond this, at the Township's sole discretion.

For the purpose of layoffs and recalls, seniority for employees in all uniformed ranks will be determined by continuous service in the Fire Department, calculated from the date of full-time employment. In the event two or more employees within the firefighter ranks have the same date

of full-time employment, their seniority will be determined by the numerical position on the hiring list from which they were appointed. In the event that numerical list from which the employee is appointed does not exist, then the employee's part-time date of hire will be used to determine seniority. All full-time employees shall be issued a number and a position on the Seniority List.

The seniority of fire officers within each rank will be determined by the date the employee was promoted to the rank he/she holds. In the event that two or more employees are promoted at the same time their seniority will be determined by a promotional list based on the test scores for that position. If test scores are not available, a tie will be broken by date of "part-time" hire.

The following situations will not constitute breaks in continuous service for which seniority is lost:

1. Absence while on approved leave of absence;
2. Absence while on approved sick leave or disability leave;
3. Involuntary military leave;
4. A layoff of eighteen (18) months or less

The following situations constitute breaks in continuous service for which seniority is lost:

1. Discharge during initial probationary period;
2. Discharge or removal for just cause;
3. Layoff for more than eighteen (18) months;
4. Failure to return to work within fourteen (14) calendar days after a recall from layoff; notice of recall shall be in writing and sent by certified mail;
5. Failure to return to work at the expiration of an approved leave of absence;
6. Resignation;
7. Retirement

Any layoff of employees shall begin with the lowest rank and the lowest full-time service time within each rank. The following rank structure shall be followed in the event a layoff is necessary:

Level I	Firefighter, Specialist (all full-time firefighter ranks)
Level II	Lieutenant
Level III	Captain
Level IV	Battalion Chief

Any layoff will begin with the employee in level I with the lowest seniority. If necessary, layoffs will continue with the seniority order in level I, then advancing to level II, level III, and level IV following the same procedure as level I. In the event that more than one employee was hired on the same date, the highest combined score during the hiring process will determine the order of the layoff.

Recall of any laid off full-time employees to their full-time status shall occur prior to recall of part-time staffing positions and shall be made in order of departmental seniority. The most senior employee shall be recalled first. If at the time of recall an employee requires an update in certification training in order to be eligible for the position the employer shall pay for all necessary training.

Article 9: Reallocations

An employee who is serving in an acting position of a higher rank when authorized by management, shall be paid at a rate for that rank as determined by the Fire Chief.

Article 10: Reinstated Employees

An employee recalled after a layoff shall be paid at a salary rate within the contractual salary range for the position which he or she last held prior to reinstatement.

Article 11: Overtime

The Fire Chief in accordance with the Fair Labor Standards Act (FLSA) will govern overtime. The Fire Chief may authorize compensatory time within FLSA guidelines.

Article 12: Personnel Evaluations

Personnel evaluations shall take the form and be made in such a manner as prescribed by the Fire Chief. The Fire Chief has the right to deny all or part of an employee's pay grade steps and has the right to deny all or part of an employee's contractual percentage pay raise based on the employee's evaluation.

Article 13: Allowances

A. Employees who travel on official Fire Department business or for approved training shall be reimbursed for reasonable travel expenses including air, rail, or bus fares, parking, lodging, and meals. The Township will provide daily per diem in accordance with the U.S. General Services Administration (GSA) schedule for meals and incidental expenses based on the location of the meeting/conference.

B. Registration fees for conferences, seminars, or other such events deemed to be in the best interests of the employer, when approved by the employer, shall be paid for the employee either by direct payment, in advance, or by reimbursement. If approved by the employer in advance, an employee may be reimbursed for tuition expenses incurred in taking and successfully completing college course work or other advanced training to upgrade said individual, the performance of their job duties and the image of the Fire Department.

C. The employer shall approve all allowances in advance.

Article 14: Union Dues

The Employer agrees to deduct, as directed by the Union Secretary or Treasurer, dues and assessments in an amount certified to be current by the Secretary or Treasurer of the Union from the pay of those Employees who individually request in writing that such deductions be made. The Employer shall remit the total amount of deductions each month to the Treasurer of the Union.

If an Employee does not have a check coming to him or her or the check is not large enough to satisfy the assignment, no collection will be made from the Employee for that check.

Article 15: Wages Administration and Interpretation

The Employer will be responsible for administering the pay plan for all positions. The Employer will also be responsible for arrangements that assure the administration of the plan for all Employees on an equitable basis.

The Employer will be responsible for interpreting the applications of the plan to pay problems that are not specifically covered within this agreement using the principles expressed herein or therein as a policy guide.

The parties agree that Colerain Township, in its sole discretion, may place an employee at any step on the pay scale that the Fire Chief feels is warranted based on the employees prior experience as a firefighter or paramedic. Employees brought in at this advanced step will be required to serve a probationary period as outlined in the agreement and will be placed on the seniority list based on their date of hire with the Colerain Township Fire Department. The Employee will progress annually, on their anniversary date of hire with the Township, through the remaining steps until such time they have reached the top step on the pay scale. The Townships decision regarding Advanced Placement on the wage scale cannot be grieved.

Article 16: Professional Liability Insurance

The Employer shall maintain the Fire Department's professional liability insurance at current levels. The Employer shall cover any increase of costs to such insurance.

Article 17: Health and Life Insurance

The employer shall make available to all bargaining unit employees' comprehensive major

medical and hospitalization, health care and prescription insurance plans, and dental insurance plans, in effect as of the effective date of this Agreement.

If it becomes necessary to change carriers, or to change to an insurance pool arrangement, and such change would affect the benefits under the plans, the employer agrees to meet with the members of the Union prior to implementing.

The Employer will maintain the same quality of health care coverage, "platinum plan" or equivalent, (medical, dental, vision and prescription) at no increase of percentage cost to the employees. The employee's contribution shall be 20% of the total cost of the coverage.

On August 1st of each year, the employer shall make a deposit into the participating employee's Health Savings Account (HSA) based on the following participation:

Employee Plan = $1,000
Employee + Child Plan = $2,000
Employee + Spouse Plan = $2,000
Employee + Family Plan = $2,000

The Township may also provide additional health care plan options to employees. Depending upon the medical coverage option selected by the employee, the employee's contribution can range from 0% to 30% of the total premium expense. As such, with these additional plans, to the extent that the deposit will not exceed the federal maximum for HSA contributions, on the first business day of plan year, the Employer, the Employer shall make a deposit into the participating employee's Health Savings Account (HSA) based on the following participation:

Employee Only Plan= Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $250 to $3,000

Employee + Child Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $500 to $6,000

Employee + Spouse Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $500 to $6,000

Family Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $500 to $6,000

HSA deposits will be prorated in the year of hire based on the effective date of hire. There shall be a Vesting Period for all new employees in an effort to protect the integrity of the program. Employer-provided HSA contributions ("startup contributions") shall vest over a 12-month continuous employment period. If employment terminates or HSA coverage ends before full vesting, the unvested portion is forfeited or repayable to the employer.

The Employer shall provide coverage as follows: $50,000 death; $50,000 accidental death and up to $25,000 dismemberment insurance.

The employer agrees that the Township will keep the existing Medical Expense Reimbursement Plan (MERP) in place not to exceed $200 per employee, per month.

Article 18: Uniforms

All uniformed firefighting personnel covered by this agreement, hereafter qualified and appointed will be furnished, without cost to the employee, their minimum uniform and protective equipment requirements.

The station wear issued to all full-time personnel at time of hire will consist of the following:

3 - Station Uniform Short Sleeve Shirts

3 - Pair Station Uniform Trousers

3 - Station Uniform T-Shirts

1 - Station Uniform Jacket 5.11 Pullover (Job Shirt)

1 - Station Uniform Winter Jacket

1 - Pair Station Uniform Sleep Shorts

2 - Uniform Badges

1 - Pair Uniform Shoes

1 – Pair of Department Approved Leather Structural Bunker Boots

1 – Department Approved Flashlight (e.g. Streamlight)

The Class A dress uniform issued to all career personnel within or upon successful completion of the probationary period includes the following department issued items:

The Class A dress uniform issued to all full-time personnel at time of hire will consist of the following:

- Black dress coat
- Black dress trousers
- White dress long sleeve uniform shirt
- Black tie
- Black dress shoes

- Dress cap
- Appropriate accessories (e.g. collar insignia)

1 - Black dress coat

1 pr. - Black dress trousers

1 - White dress long sleeve uniform shirt

1 - Black tie

1 pr. - Black dress shoes

1 - Dress cap

1 – Dress cap badge

The personal protective clothing and items issued to all full-time personnel at time of hire will consist of the following:

1 - Helmet with integral eye protection

1 - PBI hood

1 - Bunker coat

1 pr. - Bunker pants

1 pr. - Leather boots

1 pr. - Firefighting gloves

1 pr. - Suspenders

1 - Personal rechargeable flashlight [e.g., Streamlight Survivor Flashlight (rechargeable or battery)].

Each employee will be granted a stipend of $650 for uniforms for each calendar year, excluding the calendar year they were hired. Funds will be available January 31st of each year.

The allotment is intended to be used for uniforms and accessories as approved by the Fire Chief or their designee. Failure to have proper uniform conformity per Department guidelines will be subject to progressive discipline.

Article 19: Union Business

Union officers shall be permitted to perform Union Business as per this agreement.

Union business includes travel to Union conferences, seminars, and other activities. Up to forty- eight (48) hours for personnel assigned to shift duty (up to 40 hours for union officer assigned to day shift) for up to three board members. Union Officers per calendar year may be granted off without pay for attendance at Union conventions, seminars, conferences, and activities, provided the time off does not interfere with normal Fire Department operations or affect career minimum staffing guidelines. All requests for Union Time Off shall follow normal department procedures and be approved by the Fire Chief or their designee.

Article 20: Holidays and Personal Leave

All bargaining unit members will receive eight (8) hours of holiday time for the following holidays:

New Years Day – January 1st
Martin Luther King Day – 3rd Monday in January
President's Day – 3rd Monday in February
Memorial Day - Last Monday in May
Juneteenth – June 19th
Independence Day - July 4th
Labor Day— 1st Monday in September
Patriots Day – September 11th
Veterans Day – November 11th
Thanksgiving Day – 4th Thursday in November
Christmas Day - December 25th

In the sole, unreviewable discretion of the Fire Chief, he or she may permit non-shift employees to work, at straight time, on the following holidays if they occur on their regularly scheduled work day: Martin Luther King Day, Presidents Day, Patriots Day, and Veterans Day. If so, the employee may take another day off during the year, with at least two weeks' notice and with the approval of the Fire Chief or their designee, to be compensated at straight-time pay.

If a bargaining unit member is scheduled to, and works on an 8 hour listed holiday, he or she shall be paid at a rate equal to one and one-half times their regular rate of pay for eight (8) of the hours worked. This is in addition to their regular holiday time. If a bargaining unit member is mandated and held over to work any of the following 8-hour holidays, in lieu of the time and a half increase, that employee shall be paid at a rate equal to double their regular rate of pay for the sixteen hours of work:

- New Year's Day
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Day

Employees will be granted two (2) personal days annually. A work day shall be equivalent to the length of the employee's regularly scheduled shift; i.e. 8, 10, 12, or 24 hours. Unused personal days as of December 31st shall be forfeited.

Article 21: Medical Fitness

The Fire Chief, with the advice of the Medical Director or Occupational Health Physician, will determine the medical fitness for duty of all employees. The Fire Chief will have the sole right to place any employee on medical leave until the Fire Chief, with the advice of the Medical Director or Occupational Health Physician or licensed Behavioral Health Clinician, has determined that the employee in question is medically fit for duty. Any employee placed on medical leave shall utilize all available paid time off during the medical leave period.

Article 22: Non-Discrimination

The Employer and the Union accept their responsibility to ensure non-discrimination in all aspects of employment for all qualified persons regardless of race, creed, color, religion, national origin, physical disability, sex, age, marital status, ancestry, veteran status or political affiliation. Wherever the male gender is used in reference to this agreement, it shall be construed to include male and female.

There shall be no discrimination, interference, restraint, coercion, or reprisals against any Employee because of Union membership, non-membership, or participation or non-participation in any lawful activity on behalf of the Union.

Article 23: Wage Scales

Salaries for the years 2023, 2024, and 2025 are shown on the pay status schedule below based on rank and years of service. All shift employees covered by this contract are salaried at the following rates based on 208 hours worked per 28-day work cycle. Straight time hourly rates are calculated by dividing the employee's assigned salary rate by 2704 hours (208 hours per cycle x 13 cycles per year = 2704 hours).

Line Positions (52 HOUR POSITIONS)

2026	2027	2028

FF1	$23.24	$23.93	$24.65	**FF1**
FF2	$24.38	$25.11	$25.86	**FF2**
FF3	$25.52	$26.29	$27.08	**FF3**
FF4	$26.29	$28.00	$30.00	**FF4**
FF5	$27.43	$31.00	$33.00	**FF5**
FF6	$34.02	$35.04	$36.09	**FF6**
LT	$35.82	$36.89	$38.00	**LT**
CPT	$37.62	$38.75	$39.91	**CPT**
BC	$39.43	$40.61	$41.83	**BC**

All administrative employees covered by this contract are salaried at the following rates based on 40 hours worked per week. Straight time hourly rates are calculated by dividing the employee's assigned salary rate by 2080 hours (160 hours per cycle x 13 cycles per year = 2080 hours).

Administrative Positions (40 HOUR POSITIONS)

	2026	2027	2028	
Spec 1	$30.21	$31.11	$32.05	**Spec 1**
Spec 2	$31.69	$32.64	$33.62	**Spec 2**
Spec 3	$33.18	$34.18	$35.20	**Spec 3**
Spec 4	$34.17	$36.40	$39.00	**Spec 4**
Spec 5	$35.66	$40.30	$42.90	**Spec 5**
Spec 6	$44.23	$45.55	$46.92	**Spec 6**
LT	$46.56	$47.96	$49.40	**LT**
CPT	$48.91	$50.38	$51.89	**CPT**

a) Employees assuming the position of ACO (Acting Company Officer) will be compensated at a rate of $1.25 per hour in addition to their regular pay. Employees assuming the position of ASC (Acting Shift Commander) will compensated at a rate of $1.65 per hour in addition to their regular pay. These pay differentials shall apply only for the time the employee is acting in these positions.

b) Captains - Employer agrees to assign three (3) Captain's positions for purposes of EMS, Training, and Community Risk Reduction.

c) Longevity - Employees with six (6) or more years of continuous service, calculated on July 1st of each year, as a full time employee in the Colerain Township Fire Department shall receive longevity pay as follows:

a) 6 – 10 Years of continuous service $2,000.00

b) 11 + Years of continuous service year following the 10th year — $2,000.00 plus $100.00 for every additional

i.e: 11 years = $2,100.00

12 years = $2,200.00

13 years = $2,300.00

14 years = $2,400.00

15 years = $2,500.00

etc.

Longevity payments shall be made in one lump sum amount on the first pay period following July 1st of each year.

Article 24: COURT APPEARANCE

Personnel shall receive a minimum of two (2) hours pay at the time-and-a-half rate when they are subpoenaed to testify in court on Department business. Court time beyond two hours will be paid on an hourly basis at a time-and-a-half rate.

In order to qualify for pay, the following conditions shall apply:

1 . The employee shall be off duty when requested to appear in court. Court pay will not be granted if the employee is on duty during the court appearance.

2. A copy of the subpoena shall be presented to fire administration, along with the "Court Appearance" form, signed and dated by the court bailiff verifying the amount of time spent in court. The form should be obtained at fire administration prior to the court appearance.

3. Pay from the court cannot be retained if the employee was on duty during the court appearance, and a department vehicle was used for transportation.

4. Pay shall not be granted if compensation is received from another employer.

Article 25: Training

Employees will receive straight time pay for all actual hours in attendance while off duty at the following courses (with a minimum of two (2) hours paid at a rate of one and a half (1.5) times): Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS or

PEP), and Basic Trauma Life Support (BTLS).

Any mandated or mandatory training as assigned by the Fire Chief while off duty will be paid at one and a half (1.5) times with a two (2) hour minimum.

Article 26: Re-Opening Clause

With the agreement of all parties any section of the contract may be re-opened for negotiation.

Article 27: Savings Clause

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction such invalidation of such part or portion of this Agreement will not invalidate the remaining portions thereof, and the remaining parts or portions remain in full force and effect.

Article 28: Personnel Records Review

Each employee may request to inspect their official personnel file maintained by the Employer. Inspection of the individual's personnel file shall be by scheduled appointment requested in writing or by phone call to the Employer. Appointment shall be during the regular scheduled work hours of the administrative staff of the Department. An employee will be entitled to have a representative of their choice accompany him or her during such review. Any employee may copy documents in their official personnel file.

If an unfavorable statement or notation is in the official personnel file, the employee shall be given the right to place a statement of rebuttal or explanation in the file. No anonymous material of any type will be included in the employee's official personnel file.

Records of counseling sessions, verbal admonishments, official reprimands, suspension, reduction in pay or position, and removal or dismissal, shall be maintained in the official personnel file indefinitely, as required by the public records law.

Records of discipline shall cease to have force and effect according to the Department's Standard Operating Guideline, provided no intervening discipline has occurred.

The following information from an employee's personnel file shall be considered public information available immediately upon request to the Employer: annual salary, degrees held, areas of special certification, and awards or commendations. Any request for additional information from a member's personnel file will require the Employer to immediately notify the Bargaining Unit member and to allow the member three (3) days notification prior to release of said information.

The employer shall disclose all such information from the employee's file in compliance with the specific sections of the Ohio Revised Code which is in effect at the time the request for

information is received.

Article 29: Labor and Management Meeting

Labor and Management Discussion Meetings shall be called by mutual agreement to discuss problems of mutual concern of the parties in the labor/management area.

The labor and management committee is to consist of no more than the three (3) designated committee members from the Union and no more than three (3) representatives from Management.

The discussion meeting of one (1) hour's duration will be set by the parties at a mutually agreeable time as follows:

Both parties shall present an agenda in writing to the other at the scheduled meeting. It is encouraged that both parties present discussion topics to each other in advance of the meeting as practicable. At the same time, the Union shall notify the Fire Chief of the names of those committee persons who will be in attendance.

The parties shall consider alternately the consecutively placed items from both lists.

The parties are encouraged to present their items expeditiously. Those items not considered during the labor/management discussion meeting may be re-submitted in writing for agendas of subsequent meetings.

Article 30: Vacation

All calculations for accrual of vacation time shall be based on full-time employee's anniversary date.

Employees shall earn vacation leave according to their number of years of service with governments from Ohio, Indiana and Kentucky. The effective date for recognizing service from other entities applies to new hires on or after the effective date of this agreement and shall be earned per year as follows:

A. Zero through 1,825 days - 80.0 hours (or its equivalent) 5 days of vacation, computed 3.1 hours.

B. 1,826 through 3,650 days - 120 hours (or its equivalent) 7.5 days of vacation, computed 4.6 hours.

C. 3,651 through 5,475 days - 144 hours (or its equivalent) 9 days of vacation, computed 5.54 hours.

D. 5,476 through 9,125 days - 176 hours (or its equivalent) 11 days of vacation,

computed 6.77 hours.

E. 9,126 or more days - 200 hours (or its equivalent) 12.5 days of vacation, computed 7.7 hours.

Vacation request:

a. Vacation request will be considered in order of rank and seniority, and will be evaluated against the need to maintain efficient township operations. The final scheduling of employees' vacation shall be the responsibility of the Township and shall be consistent with an efficient work schedule.
b. The vacation request form with procedures will be circulated at the beginning of each calendar year during the fourth quarter of the preceding year.

When a scheduled holiday falls within an employee's scheduled vacation leave, that employee will be credited with eight (8) hours of holiday time.

Each unit crew is considered separately for vacation selection.

Vacation selection is based on the calendar year, January 1st through December 31st.

The career minimum staffing standards shall apply when considering vacation requests.

An employee may select vacation time in the form of individual days or weeks according to the Fire Department selection guideline.

Request to change vacation selection shall be submitted in writing at least one shift prior to the original selected dates.

Vacation carry-over:

a. Full-time employees shall take a minimum of 40 hours vacation each year after one year of employment. A full-time employee may carry accumulated vacation leave of a maximum of one year accrual forward to the next year. Accrued vacation leave in excess of one year's accrual is dropped and lost on January 1st of the new year. An employee shall not have more than two years accrual of vacation time at any time.

b. Payouts of vacation time will be capped at a maximum vacation payout at separation of 300 hours.

Article 31: Leaves of Absence

Sick Leave.

1. Use of sick leave. Sick leave shall be granted to the employee, only upon approval of the Fire Chief, which may be subject to the approval of the Township Administrator or Board of Trustees or both, for the following reasons (except illness or injury of the employee is not subject to prior approval of the Fire Chief):

    a. Illness or injury of the employee or exposure to a contagious disease, where the presence of the employee at their job would jeopardize the health of others.

    b. Death of a member of the employee's immediate family. Sick leave usage is limited to five working days; two and a half (2.5) duty tours for a shift worker for each event.

    c. Medical, dental or optical examinations or treatment of the employee.

    d. In emergency situations, the employee may use sick time subject to the Fire Chief's approval, to tend to an ill or injured immediate family member.

2. Definition of immediate family. Mother, father, spouse, child, stepchild who lives with the employee, brother, sister, grandparent, grandchild, mother-in-law, father-in- law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, a legal guardian or other person who stands in place of a parent.

3. Notification. Employees should contact the supervisor as soon as possible when they are unable to report for duty due to an illness or injury. Notification shall be made directly to the duty shift commander no later than one hour before the employees scheduled start time.

4. Amount of credit. Sick leave credit shall be accrued at the rate of 4.6 hours for each 80 hours of service, or its equivalent, in active pay status, including paid vacation and paid sick leave, but not during a leave without pay or a layoff.

5. Advancements. Advancements of sick time and vacation time shall not be allowed.

6. Verification. If necessary, any supervisor designated by the Fire Chief has the authority to check on the employee to verify a reported illness or injury for use of sick leave. The Township may take any steps necessary and permitted by law to verify need for sick leave or ability to return. Abuse of sick time will result in disciplinary action.

7. Pay for unused credit upon separation. Upon death or retirement, the Township

will pay full-time employees with at least ten years of service for one-fourth of the value of up to a maximum of 1440 accrued, unused sick leave credit hours (or a maximum of 360 hours paid upon separation).

General leave of absence. The Trustees or their designated agent may grant leave without pay for a period not to exceed 90 days if the employee will be engaged in training for subjects related to public service, or for urgent personal reasons. In extraordinary circumstances, the Trustees or their designated agent may grant one extension not to exceed 90 days. The extension is also without pay. An extension request shall be made in writing and submitted at least fourteen (14) days prior to the start of leave.

Maternity leave. Absence due to pregnancy and childbirth is the same as any other temporary disability; therefore, the same leave policies, regulations and procedures that apply to requests for sick leave or general leaves of absence apply to maternity leave.

Jury duty. Employees required to serve on a jury will be reimbursed as set forth in this Article. Subject to the other provisions of this Article, employees shall suffer no loss of regular straight time earnings for time necessarily lost due to jury service, up to a maximum of two weeks in any calendar year. The lost pay will be computed by deducting any amounts of jury pay which the employee has received or is eligible to receive for their jury service for the days in question. To be eligible, the employee shall present the Township satisfactory evidence of the dates and times of jury service and the amounts of pay which the employee is entitled to receive or has received. If an employee is excused from jury service for the day early enough to return to their regular shift, he or she shall do so. Employees who expect to be called for jury service shall notify the Township as promptly as possible so that the Township may make the necessary arrangements. The Township expects each employee to perform their civic duty, and serve when called; however, in exceptional cases the Township may be unable to do without the services of the employee. In such exceptional cases, the employee will cooperate with the Township in seeking to be excused from jury service.

Military service. Employees who enter the military service of the United States will be afforded all rights applicable by law. Employees should notify the Township as soon as possible of the need for military absence.

Leaves under the Family and Medical Leave Act.

1. The Township will comply with the Family and Medical Leave Act.

Article 32: Subcontracting

The employer shall not subcontract any fire services, emergency medical services and community risk reduction services to the Township currently performed by members of the Union during the life of this agreement.

Article 33: Expiration

This agreement will be effective as of the 1st day of January 2026 and shall remain in full force and effect until the 31st day of December 2028.

For the Union:

_____

_____

_____

Date:_____

For the Employer:

_____

_____

_____

Date:_____

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with FOP - Clerks in substantially the same form

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated the attached Collective Bargaining Agreement with the FOP Union which represents the clerks in our Police Department.

AGREEMENT

BETWEEN THE

COLERAIN TOWNSHIP BOARD OF TRUSTEES

COLERAIN
TOWNSHIP ~ OHIO

AND THE

FOP, OHIO LABOR COUNCIL, INC.

OHIO LABOR COUNCIL

xx-xx-xxxx to xx-xx-xxxx

SERB Case No: xx-MED-xx-xxxx

Classifications of xxxxxxxx, xxxxx

TABLE OF CONTENTS

ARTICLE 1	AGREEMENT PURPOSE	3
ARTICLE 2	RECOGNITION	3
ARTICLE 3	UNION REPRESENTATION	4
ARTICLE 4	MANAGEMENT RIGHTS	5
ARTICLE 5	NON-DISCRIMINATION	6
ARTICLE 6	LABOR/MANAGEMENT MEETINGS	6
ARTICLE 7	GRIEVANCE PROCEDURE	7
ARTICLE 8	DISCIPLINE	10
ARTICLE 9	PERSONNEL FILES	12
ARTICLE 10	PROBATIONARY PERIODS	13
ARTICLE 11	SENIORITY	14
ARTICLE 12	LAYOFF AND RECALL	15
ARTICLE 13	WORK RULES - GENERAL ORDERS	16
ARTICLE 14	HOURS OF WORK AND OVERTIME	16
ARTICLE 15	WAGES AND COMPENSATION	18
ARTICLE 16	COURT TIME/CALL-IN/STAND-BY TIME	19
ARTICLE 17	INSURANCE	20
ARTICLE 18	HOLIDAYS/PERSONAL LEAVE	21
ARTICLE 19	VACATIONS	22
ARTICLE 20	SICK LEAVE	23
ARTICLE 21	UNIFORMS AND EQUIPMENT	25
ARTICLE 22	EXPENSES	26
ARTICLE 23	LEAVES OF ABSENCE	26
ARTICLE 24	SEVERABILITY	28
ARTICLE 25	WAIVER IN CASE OF EMERGENCY	29
ARTICLE 26	POLICE PROFESSIONAL LIABILITY INSURANCE	29
ARTICLE 27	DURATION	29
ARTICLE 28	MEDICAL/PHYSICAL EXAMINATIONS	30
ARTICLE 29	NO STRIKE/NO LOCKOUT	30
ARTICLE 30	MID-TERM BARGAINING	31
ARTICLE 31	SUBCONTRACTING	31
	SIGNATURE PAGE	32

ARTICLE 1
AGREEMENT & PURPOSE

Section 1.1

This Agreement, entered into by the Colerain Township Trustees, hereinafter referred to as the "Employer', and the Fraternal Order of Police, Ohio Labor Council, Inc., hereinafter referred to as the "Union", has as its purpose the following:

To comply with the requirements of Chapter 4117 of the Ohio Revised Code; and to set forth in its entirety, the full and complete understandings and agreements of the parties governing the wages, hours, terms, and conditions of employment for those employees included in the bargaining unit as defined herein.

ARTICLE 2
RECOGNITION

Section 2.1

The Employer recognizes the Union as the exclusive collective bargaining agent for all regular full-time employees of the Colerain Township Police Department in the positions of full time, non-supervisory civilian Support Services employees. Employees in the position of Public Safety Administrative Assistant or Civilian Supervisor are not members of the Union or subject to this agreement.

The Employer recognizes the right of the employees covered by this agreement to have three (3) Associate Members from employees in the positions of full time, non-supervisory civilian Support Services employees, and one (1) alternate member, which comprises the bargaining unit in bargaining/negotiating the contract. The Union will authorize from time to time the party or parties which will act as Union representatives in all matters.

Section 2.2

If a new classification is created within the department, the Employer shall determine whether the new position will be included in or excluded from the bargaining unit and shall so advise the Union in writing within thirty (30) calendar days. If the Union disputes the Employer's determination of bargaining unit status, the parties shall meet in an attempt to resolve their disagreement within seven (7) calendar days from the Union's notification to the Employer. If the parties agree on the determination, it shall be implemented as agreed by the Employer and the Union. If the parties do not agree, the position shall be subject to challenge by the Union to the State Employment Relations Board pursuant to Chapter 4117 of the Ohio Revised Code and the SERB Rules and Regulations.

Section 2.3 Union Dues

A. The Employer agrees to deduct FOP membership dues in accordance with this Article for all employees eligible for the bargaining unit.

B. The Employer agrees to deduct FOP membership dues once each pay period from the pay of any eligible employee in the bargaining unit upon receiving written authorization signed individually and voluntarily by the employee. The signed payroll deduction form must be presented to the Employer by the employee or his designee. Upon receipt of the proper authorization, the Employer will deduct FOP dues from the payroll check for the next pay period in which dues are normally deducted following the pay period in which the authorization was received by the Employer.

C. The parties agree that the Employer assumes no obligations, financial or otherwise, arising out of the provisions of this Article regarding the deduction of FOP dues. The FOP hereby agrees that it will indemnify and hold the Employer harmless from any claims, actions or proceedings by any employee arising from deduction made by the Employer pursuant to this Article. Once the funds are remitted to the FOP, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the FOP.

D. The Employer shall be relieved from making such individual "check-off" deductions upon an employee's: (1) termination of employment; (2) transfer to a job other than one covered by the bargaining unit; (3) layoff from work; (4) an unpaid leave of absence; or (5) revocation of the check-off authorization pursuant to the terms of this Agreement.

E. The Employer shall not be obligated to make dues deductions from any employee who, during any pay period involved, shall have failed to receive sufficient wages to make all legally required deductions in addition to the deduction of FOP dues.

F. The parties agree that neither the employees nor the FOP shall have a claim against the Employer for errors in the processing of deductions, unless a claim of error is made to the Employer in writing within sixty (60) days after the date such an error is claimed to have occurred. If it is found that an error was made, it will be corrected at the next pay period that the FOP dues deduction would normally be made by deducting the proper amount.

G. The rate at which dues are to be deducted shall be certified to the Employer or his designee by the FOP during January of each year. One (1) month advance notice must be given to the Employer or their designee prior to making any changes in an individual's dues deductions.

H. Except as otherwise provided herein, each eligible employee's written authorization for dues deduction shall be honored by the Employer for the duration of this Agreement or until such employee submits a written revocation of the dues deduction authorization to the Employer or his designee.

Membership dues shall be remitted to the Fraternal Order of Police, Ohio Labor Council, Inc., 222 E. Town Street, Columbus, Ohio 43215-4611 or by ECH payment.

ARTICLE 3
UNION REPRESENTATION

Section 3.1

The Union shall designate three (3) employees and one alternate who shall act as Union representatives. From said group of designated employees:

a. not more than three (3) employees shall participate in the negotiation of contracts;

b. not more than three (3) employees shall participate in labor management meetings, pursuant to Article 6; and

c. not more than one (1) of said employees, or another party designated by the grievant shall act as representative for the purpose of processing grievances in accordance with the grievance procedure.

In addition to the Employees designated above, the representative, if any, designated from time to time by the Union in section 2.1 shall have the right to attend and participate in the activities described in this paragraph 3.1.

Section 3.2

The Union shall provide to the Employer an official roster of its officers and representatives which is to be kept current at all times and shall include the following:

1) Name

No employee shall be recognized by the Employer as a Union representative until the Union has presented the Employer with written certification of that person's selection. If the Employer requests an official roster of officers and representatives, the Union shall supply said list in writing within seven (7) calendar days.

Section 3.3

Writing and investigation of grievances by representatives may be performed during working hours when such activity does not interfere with the performance of the representatives assigned duties and permission from the Chief of Police or designee. If

grievance hearings are scheduled during representatives or employees regular duty hours, the representative and/or employee shall not suffer any loss of pay while attending the hearings, nor be eligible for overtime.

Section 3.4

The Union agrees that no representative of the Union, either employee or non-employee of the Employer, shall interfere, interrupt, or disrupt the normal duties of employees. Further, the Union agrees not to conduct meetings (bargaining unit, lodge, or committee meeting) involving on-duty employees except to the extent specifically authorized by the Employer.

Bargaining unit members shall not conduct Union business during work hours or while under the supervisory control of a department supervisor, without permission, and/or failure to cease unauthorized activity may subject the offending employees to disciplinary action. However, pertinent literature and information may be distributed in department mailboxes.

Information regarding Union business may be sent to and transmitted from the Police Department copier and email, provided that said use of the copier and email does not unreasonably disrupt or interfere with normal Police Department business conducted on said copier and email. The Employer cannot guarantee the confidentiality of Union documents received on the Police Department copier or email.

ARTICLE 4
MANAGEMENT RIGHTS

Section 4.1

The Employer possesses the sole right to operate the Department and all management rights reside therein. The Employer's exclusive rights shall not be limited except as expressly limited by the terms and conditions set forth in this Agreement.

"Management Rights" include, but are not limited to the right of management to do the following:

1. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;

2. Direct, supervise, evaluate, or hire employees;

3. Maintain and improve the efficiency and effectiveness of governmental

operations;

4. Determine the overall methods, process means, or personnel by which governmental operations are to be conducted;

5. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees;

6. Determine the adequacy of the workforce;

7. Determine the overall mission of the employer as a unit of government;

8. Effectively manage the work force;

9. Take actions to carry out the mission of the public employer as a governmental unit; and

10. Promulgated work rules and general orders.

The employer is not required to bargain on subjects reserved to the management and direction of governmental unit except if they affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. A public employee may raise a legitimate complaint or file a grievance based on the collective bargaining agreement.

ARTICLE 5

NON-DISCRIMINATION

Section 5.1

The Employer and the Union agree not to discriminate against any bargaining unit employee with respect to compensation, terms, or conditions of employment because of such individual's race, color, religion, sex, age, national origin, handicap, ancestry, disability, and/or veteran status of any person, or Union membership or non-membership.

ARTICLE 6
LABOR MANAGEMENT MEETINGS

Section 6.1

In the interest of sound labor/management relations, the Employer and/or its designee(s) shall meet with not more than three representatives and/or alternate of the Union, along with the assigned FOP/OLC representative, to discuss pending problems and to promote a more harmonious labor management relationship will agree to meet on an as needed basis.

An employee attending a Labor-Management meeting during their scheduled work hours shall be paid for the scheduled time, as if worked. An employee's attendance at a labor-management meeting after scheduled work hours shall not be compensated.

Section 6.2

Special labor/management meetings may be requested, and when mutually agreed upon, they shall be convened as soon as practicable.

ARTICLE 7
GRIEVANCE PROCEDURE

Section 7.1

The term grievance shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Articles of this Agreement or those matters which are controlled by the provisions of Federal and/or State Laws and/or by the United States or Ohio State Constitution.

Section 7.2

All grievances must be presented at the proper step and time in progression in order to be considered at the next step. Grievances involving lost pay discipline (suspension, reduction in pay, removal, or discharge) shall be initiated at Step 3.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal.

Any grievance not answered by the Employer's representatives within the stipulated time limits, within the first three (3) steps of the grievance procedure, shall be deemed denied and may be advanced by the employee to the next step in the grievance procedure, and will be heard and responded to as outlined in this article. Time limits set forth herein may only be extended by mutual agreement. Where a group of bargaining unit employees desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a like manner, one member selected by such a group will process the grievance, and shall so indicate that the grievance is a group grievance.

A grievance may be brought by any member of the bargaining unit on their own behalf. The Union or their representative shall have the right to be present at the settlement of any grievance brought by an employee on their own behalf.

Section 7.3

A grievance must be submitted to the grievance procedure within ten (10) calendar days after an employee knows or should have known the facts giving rise to the grievance, otherwise it will be considered not to have existed.

Section 7.4
All grievances must be submitted in writing and should contain the following information to be considered:

1. Aggrieved employee 's name andsignature;
2. Date grievance was filed in writing;
3. Date, time and location of grievance;
4. Description of incident giving rise to the grievance;
5. Date grievance was first discussed;
6. Name of supervisor with whom grievance was discussed;
7. Article and section of the Agreement alleged to have been violated; and
8. Desired remedy to resolve grievance.

Section 7.5

The following steps shall be followed in the formal processing of grievances:

Step 1.

A grievance may be submitted by the employee to the employee's immediate supervisor, or the supervisor's designee within the time limits set forth in Section 7.4. It shall be the responsibility of the Supervisory Officer or their designee to investigate the matter and to provide a written answer to the employee within ten (10) calendar days following the day on which the matter was submitted to the immediate supervisor or their designee.

In the event that the employee's "immediate supervisor" is the Police Chief (i.e., no person holding a rank above Sergeant and authorized by the Police Chief to hear grievances has then been appointed), the Police Chief shall hear the grievance in this step 1, and step 2 shall be skipped.

Step 2.

A grievance unresolved at Step 1 may be submitted by the employee to the Police Chief or their designee within seven (7) calendar days of the presentation of the Step 1 answer.

It shall be the responsibility of the Police Chief or their designee to investigate the matter and to provide a written answer to the employee within seven (7) calendar days following the day on which the matter was submitted to the Police Chief.

Step 3.

A grievance unresolved at Step 2 may be submitted by the employee to the Township Administrator within seven (7) calendar days of the presentation of the Step 2 answer. The Administrator or their designee shall meet with the employee and a representative of the Union if the employee desires, and provided that Article 3, Section 3.4 is not violated, within ten (10) calendar days of submission of the grievance to Step 3, to discuss the grievance. The Administrator or designee shall have the option to call on other employees of the Police Department with information relevant to the grievance to attend this meeting. The aggrieved employee and the Union Representative shall be notified at least 24 hours of the meeting of those in addition to the Administrator or designee that will be in attendance. The Administrator or their designee shall provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 4. Arbitration.

A grievance unresolved at Step 3 may be submitted to arbitration upon request of the Union or their representative in accordance with the provisions of Section 7.7 of this Article hereinafter set forth.

Section 7.6

The Union or their representative, based upon the facts presented, has the right to decide whether to submit a grievance for arbitration. Within fourteen (14) calendar days from the date of the final answer on a grievance from Step 3, the Union or their representative shall notify the Employer in writing of its intent to seek arbitration over an unresolved grievance. The Union or their representative may withdraw its request to arbitrate at any time prior to the actual hearing. Should the decision be made to withdraw the grievance, the Union agrees to promptly notify the Township of its' decision. Any cancellation fee due the arbitrator shall be paid by the party or parties canceling the arbitration. Any grievance not submitted within the fourteen (14) calendar day period described above shall be deemed settled on the basis of the last answer given by the Employer or its representative.

A. After receipt of a request to arbitrate, the representatives of each of the parties shall select an arbitrator. The arbitrator shall be selected in the following manner: the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested to submit a panel list of seven (7) arbitrators. The parties shall alternately strike the names of the arbitrators until only, one name remains. The person whose name remains shall be the arbitrator.

The arbitrator shall limit their decisions strictly to the interpretation, application, or enforcement of specific Articles of this agreement. They may not modify or amend this Agreement.

B. The question of the arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines the grievance is arbitrable, the alleged grievance will be heard on its merits before the same arbitrator.
C. The decision of the arbitrator shall be final and binding on the grievant, the Union or their representative, and the Employer. The arbitrator shall render their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final briefs.

The costs of the services and expenses of the arbitrator and hearing room expenses, if any, shall be borne equally by the Employer and the Union or their representative. The expenses of any witnesses shall be borne by the party calling them. The fees of the court reporter shall be paid by the party requesting the reporter or split equally by the parties if both parties desire a reporter.

Any bargaining unit member whose attendance is required by the Employer for such hearing shall not lose pay or benefits to the extent such hearing hours are during normal scheduled working hours on the day of hearing.

Section 7.7

The Union or grievant shall use a grievance form which shall provide the information outlined in Section 7.5. The Union shall have the responsibility for the duplication, distribution, and their own accounting of the grievance forms.

Section 7.8

The parties acknowledge that at the time of the execution of the Agreement there is uncertainty concerning the existence of certain federal agencies including the Federal Mediation Conciliation Service (FMCS). Provided that during the term of this Agreement, the FMCS continues its operations and issues panels of arbitrators, the procedures in Article 7.6 shall continue to be followed.

However, if at any time during the term of this Agreement, the FMCS discontinues issuing panels of arbitrators, the parties shall request a panel of seven (7) arbitrators from 1) the American Arbitration Association (AAA) or 2) upon mutual agreement of the parties another mutually agreed arbitration service, in lieu of requesting a panel from the FMCS. All other provisions in Article 7.6 shall continue to be applicable to the selection of an arbitrator and the arbitration of grievances.

ARTICLE 8
DISCIPLINE

Section 8.1

Employees shall have good behavior and provide efficient service. The Police Chief, when having just cause, may take disciplinary action against any employee in the bargaining unit. No employee shall be suspended, reduced in pay and position, and no non-probationary employee shall be removed or discharged except for just cause. The Police Chief or their designee may take disciplinary action relating to an employee's conduct while on duty, while working under the color of authority of the Employer, or at any other time, when the employee's conduct violates their oath of office, or is of such a derogatory nature that it undermines the integrity of the Police Department.

Section 8.2

Incompetency, inefficiency, dishonesty, drunkenness, under the influence of illegal drugs or substances, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, absence without leave, or any conduct unbecoming of Police Officer or any other acts of misfeasance, malfeasance, or nonfeasance shall be cause for disciplinary action. Anonymous complaints with no corroborative evidence shall not be cause for disciplinary action.

Section 8.3

Except in extreme instances wherein the employee is found guilty of gross misconduct, discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct.

A. Verbal Admonishment (Notation to file);
B. Written warning with counseling (File entry);
C. Official Reprimand;
D. Suspension without pay; and
E. Removal or discharge from employment.

Section 8.4

Whenever the Employer or their designee(s) interviews, questions, or interrogates bargaining unit members in reference to alleged or suspected misconduct, either in preliminary investigations or in disciplinary hearings, the following conditions shall apply:

1. Employees being questioned as witnesses shall be so informed. Employees

suspected of misconduct will be given either Garrity or Miranda Rights by the employer or their designee.

2. Employees suspected of misconduct shall be, during the preliminary investigations, apprised of the nature of the suspected misconduct as it is known at that time. Not less than twenty-four (24) hours prior to the scheduled starting time of a formal disciplinary hearing, the employees will be provided with written specifications and particulars of the charges which may be the basis for disciplinary action.

3. Prior to questioning, employees (including witnesses) shall be informed that failure to respond or failure to respond truthfully may result in disciplinary action for insubordination or dishonesty.

4. The Police Chief, or their designee, shall record, with the knowledge of the party involved, preliminary investigation interviews. Formal disciplinary hearings shall be recorded. A copy of the recording shall, at the request of the charged employee, be provided to the employee within forty-eight (48) hours of the close of the hearing. In the event the employee records the hearing, a copy of said recording shall be provided to the Police Chief within forty-eight (48) hours of the close of the hearing.

5. Preliminary investigations and disciplinary hearings shall be held either during an employee's scheduled working hours or at times in reasonable proximity to their shift. Disciplinary hearings held outside the employees scheduled working hours shall be considered time worked.

6. Bargaining Unit Members as defined in this agreement shall not investigate fellow Bargaining Unit Members.

Whenever the Employer determines that an employee will be subject to discipline of suspension, reduction or termination, a pre-disciplinary hearing will be scheduled to give the employee an opportunity to offer an explanation of the alleged misconduct.

Section 8.6

The employer may be represented in the pre-disciplinary hearing by such persons as the employer may deem necessary for the purpose of presenting the employer's position or presenting the facts relating to the subject of the hearing. Pre-disciplinary hearings will be conducted by the Township Administrator or their designee. The employee may be represented at the hearing by one representative of their choosing. The employee must choose to: (1) appear at the hearing to present oral or written statements in their defense; or (2) appear at the hearing and have the chosen representative present oral or written statements in defense of the employee; or (3) elect in writing within 24 hours prior to the scheduled hearing to waive the opportunity to have a disciplinary hearing. Failure to elect and pursue one of these three options will be deemed as a waiver of the employee's right

to the pre-disciplinary hearing.

Section 8.7

At the pre-disciplinary hearing, the Township Administrator, Police Chief, or their designee will ask the employee or their representative to respond to the allegations of misconduct which were outlined to the employee. At the hearing, the employee may present any testimony, witnesses, or documents which explain whether or not the alleged misconduct occurred. The employee shall provide a list of witnesses and the name and occupation of their representative, if any, to the Township Administrator or their designee as far in advance as possible, but no later than 8 a.m. on the day of the hearing. Said list and notification may be made by email. It is the employee's responsibility to notify their witnesses that the employee desires their attendance at the hearing.

Section 8.8

The employee and the employer will be permitted to confront and cross-examine witnesses. A written report will be prepared by the Administrator or their designee concluding whether or not the proposed discipline is warranted and what disciplinary action will be taken, if any. A copy of the Administrator 's report will be provided to the employee within seven (7) calendar days following its preparation, but no more than thirty (30) calendar days from the date of the hearing.

Section 8.9

Disciplinary action may be appealed through the Grievance Procedure.

Disciplinary actions of Verbal Admonishment, Written warning with counseling, or Official Reprimand, while considered disciplinary in nature, are also not subject to the grievance procedure.

ARTICLE 9
PERSONNEL FILES

Section 9.1

Each employee may request to inspect their official personnel file maintained by the Employer. Inspection of the individual's personnel file shall be by scheduled appointment requested in writing or by phone call to the Employer. Appointment shall be during the regular scheduled work hours of the administrative staff of the Police Department. An employee shall be entitled to have a representative of their choice accompany them during such review. Any

employee may copy documents in their official personnel file.

Section 9.2

If an unfavorable statement or notation is in the official personnel file, the employee shall be given the right to place a statement of rebuttal or explanation in the file. No anonymous material of any type shall be included in the employee's official personnel file.

Section 9.3

Records of counseling sessions, verbal admonishments, official reprimands, suspension, reduction in pay or position, and removal or dismissal, shall be maintained in the official personnel file, as required by the public records law.

Records of counseling sessions and verbal admonishments shall cease to have force and effect two (2) years from date of issuance, provided no intervening discipline has occurred.

Records of official reprimands, reductions in pay or position, suspension, removal or dismissal, shall cease to have force and effect three (3) years from date of issuance, provided no intervening discipline has occurred.

Section 9.4

The following information from an employee's personnel file shall be considered public information available immediately upon request to the Employer: annual salary, degrees held, areas of special certification, and awards or commendations. Any request for additional information from a member's personnel file will require the Employer to immediately notify the Bargaining Unit member of the information released.

The employer shall disclose all such information from the employee's file in compliance with the specific sections of the Ohio Revised Code which is in effect at the time the request for information is received.

ARTICLE 10
PROBATIONARY PERIODS

Section 10.1

Every newly hired employee will be required to successfully complete a probationary period. The probationary period shall begin on the first day which the employee receives compensation from the Employer and shall continue for a period of three hundred sixty-five

(365) days. A probationary period may be extended up to six (6) months upon written agreement between the Employer and the probationary Employee.

Section 10.2

Any employee promoted to a position not covered by this agreement shall be required to successfully complete a probationary period of three hundred sixty-five (365) days. An employee serving a promotional probationary period whose performance is judged unsatisfactory shall be returned to their former classification.

ARTICLE 11
SENIORITY

Section 11.1

"Seniority" shall accrue to all employees in accordance with the provisions of this Article. Seniority, as defined in Section 11.2 of this Article, will apply wherever employee seniority rights are established in terms and conditions of this Agreement.

Section 11.2

"Seniority" shall be computed on the basis of uninterrupted length of continuous full-time service as an employee covered under the terms of this agreement in the employ of the Colerain Township Police Department. In the event two (2) or more employees start on the same date, seniority shall be determined by the date in which their application was received with seniority going to the employee who applied first.

1. The following situation shall not constitute a break in continuous service:

   A. Absence while on approved leave of absence;

   B. Absence while on approved sick leave or disability leave;

   C. Involuntary Military leave; or

   D. A layoff of thirty-six (36) months duration or less.

2. The following situations constitute breaks in continuous service for which seniority is lost:

   A. Discharge during probationary period;

   B. Discharge or removal for just cause;

   C. Retirement;

D. Layoff for more than thirty-six (36) months;

E. Failure to return to work within fourteen (14) calendar days of a recall from layoff:

F. Failure to return to work at the expiration of leave of absence; or

G. A resignation.

Section 11.3

Employees laid off shall retain their seniority for a period of thirty-six (36) months from the date of layoff.

ARTICLE 12
LAY-OFF AND RECALL

Section 12.1

When the Employer determines because of lack of money or lack of work, that a long-term layoff is necessary, they shall notify the affected employees thirty (30) days in advance of the effective date of the layoff. Employee(s) will be notified of the Employer's decision to implement any short-term layoff, lasting fourteen (14) calendar days or less as soon as possible.

Section 12.2

The layoff of employees covered by this collective bargaining agreement, shall be based on Departmental seniority, as that term is used in Section 11.1 of this Agreement. These employees shall be laid off in inverse order of their Departmental seniority. Any position that is vacated as a result of a layoff may not be filled.

Section 12.3

At the time of recall of laid off employees, recall shall be in inverse order of their layoff. If any employee requires additional training in order to be qualified after a recall, the Employer will pay for all training.

Section 12.4

Notice of recall shall be sent to the employee by certified mail. The employer shall be deemed to have fulfilled its obligation by mailing the recall to the employee at their last known address.

Certified mail will have been considered delivered if signed receipt is not received by Employer within fourteen (14) calendar days of sending.

Section 12.5

The recalled employee shall have five (5) calendar days following the date of receipt of the notice to notify the employer of their intention to return to work and shall have fourteen (14) calendar days to report back to duty, unless otherwise specified.

ARTICLE 13
WORK RULES - GENERAL ORDERS

Section 13.1

The employer agrees that all department work rules, and general orders shall be applied uniformly within the group of employees to whom rules, or general orders are directed.

Section 13.2

All department work rules, general orders and any amendments shall be reduced to writing and copies disseminated to all employees as soon as practicable.

Section 13.3

The employer possesses the management right to promulgate work rules for the purposes, among other things, of promoting the efficient administration of services, and the effective and safe operation of the department. No work rule shall be arbitrary and capricious and unrelated to the furtherance of any right reserved to management.

ARTICLE 14

HOURS OF WORK AND OVERTIME

Section 14.1

Each employee's work schedule shall be determined by the Police Chief. Work schedules covering not less than a twenty-eight (28) calendar day period shall be posted seven (7) calendar days in advance of their effective date. Police Clerks will be allowed a thirty-minute (30) minute, unpaid lunch break as part of their eight (8) hour workday. Should a Clerk not take the thirty (30) minute lunch, the Clerk may perform his/her normal duties for the continuous eight (8) hour workday. The Clerk then would be paid for the entire eight (8) hour period. The posting shall not restrict the Police Chief from altering individual work schedules when the best interest of the Police Department or the community would be served. The current schedule(s) for Police Clerks are eight (8) consecutive hours as follows:

Impound Lot Manager:	M-F	0700 to 1500
Property Room Manager:	M-F	0800 to 1600
Accreditation Manager:	M-F	0800 to 1600
Police Clerk:	M-F	As determined by the Chief of Police or designee.

Section 14.2

The standard work period for all bargaining unit employees shall consist of forty (40) hours in a seven (7) day work week.

Section 14.3

All hours actually worked including the application of compensatory time, vacation time, or personal leave time in excess of the employees "Standard Workday" shall be considered overtime and shall be compensated at the rate of one and one-half times their regular hourly pay rate. For the purpose of computing overtime, sick leave shall not be counted as time actually worked. Overtime shall be calculated in quarter hour increments.

Section 14.4

An employee may elect, in lieu of overtime pay, to accept compensatory time. Compensatory time shall be credited at the rate of one and one-half hours off for each hour of overtime worked. Compensatory time may be accumulated by an employee, but only to a maximum of two hundred forty (240) hours at any given time. In the event that an employee goes over the limit, that employee shall receive overtime pay. The following rights and conditions shall exist as they pertain to compensatory time:

1. Compensatory time may be taken in lieu of overtime pay. The employee shall indicate this request when reporting their time for the overtime worked;

    a. Requests for taking compensatory time off shall be honored subject to the operational needs of the department;

2. Requests for compensatory time off must be submitted in advance of the time requested;

3. The Police Chief may schedule an employee off on compensatory time, so long as such scheduling does not reduce an employees' compensatory balance below eighty (80) hours;

4. The Police Chief shall provide not less than sixteen (16) hours' notice to an employee of any Employer scheduled compensatory time off;

5. Compensatory time off requested by an employee who has been approved and scheduled, shall not be canceled except when unanticipated operational needs

of the department would require it; and

6. Employees may cash in all their compensatory time on record upon separation from the service .

Section 14.5

With the prior approval of the Police Chief or their designee, an employee may exchange days off or work shift assignments with another employee. Such exchanges shall not affect the pay status of either, except that an employee who works an exchange and is required to work overtime shall receive the overtime compensation.

Section 14.6

Any employee having compensatory hours held in escrow may elect semi-annually to cash in those hours for payment, up to a maximum of forty (40) hours.

An employee shall make written notification of their intention to convert accumulated compensatory time, partially or in its entirety, to pay. Said notification shall be in the form of a memorandum submitted to the Police Chief stating the employee's intention. The notification must be received by the Police Chief or their designee no later than that calendar day ending the first pay period of May and November of the year in which the employee is making notification.

The monetary conversion of any unused compensatory time in escrow shall be paid based on the employees, hourly rate at the time of payment.

ARTICLE 15
WAGES AND COMPENSATION

Section 15.1

Employees shall be compensated according to the following pay scale effective Pay Period 1 in each year:

Time of Employment	2026	2027	2028
Day 1 to Day 365	$22.00	$22.55	$23.11
Day 366 to Day 730	$23.00	$23.58	$24.16
Day 731 to Day 1095	$24.00	$24.60	$25.22
Day 1096 to day	$25.00	$25.63	$26.27

1460			
Day 1461 to Day 1825	$26.00	$26.65	$27.32
Day 1826 to Day 2190	$27.00	$27.68	$28.37
Day 2191 and Over	$28.00	$28.70	$29.42

Section 15.2 - Longevity

Employees with five (5) or more years of continuous service, calculated on July 1st of each year, as a full-time police clerks in Colerain Township shall receive longevity pay as follows:

A. 5 – 9 Years of continuous service $1,000.00
10 + Years of continuous service $1,000.00 plus $100.00 for every additional year following the 10th year.

i.e: 10 years = $1,100.00
11 years = $1,200.00
12 years = $1,300.00
13 years = $1,400.00
14 years = $1,500.00
etc.

B. Longevity payments shall be made in one lump sum amount on the first pay period following July 1st of each year.

Section 15.3 – Advanced Step Hiring

The parties agree that Colerain Township, in its sole discretion, may place a Clerk at any step on the pay scale that the Chief of Police feels is warranted based on the individuals prior experience. Clerks brought in at this advanced step will be required to serve a probationary period as outlined in the agreement and will be placed on the seniority list based on their date of hire with the Colerain Township Police Department. Clerks will progress annually, on their anniversary date of hire with the Township, through the remaining steps until such time they have reached the top step on the pay scale. The Townships decision regarding Advanced Placement on the wage scale cannot be grieved.

ARTICLE 16
COURT TIME/CALL-IN/STAND-BY TIME

Section 16.1

Whenever an employee is required to appear off duty before any official court or before the Prosecutor for pretrial conference on matters pertaining to or arising from the employee's official duties, the employee shall receive three (3) hours of overtime at the overtime rate.

Employer agrees to reimburse employees for parking expense for Court appearances for actual cost incurred per appearance.

Section 16.2

Whenever an employee is called in at a time outside of their regularly scheduled shift, the employee shall receive a minimum of two (2) hours show up time at the rate of overtime.

An exception to the above, is when a member is requested to report for duty preceding their regularly scheduled shift starting time. The member will receive a minimum of one (1) hour at the overtime rate.

ARTICLE 17
INSURANCES

The Employer shall make available to all bargaining unit employees' comprehensive major medical/hospitalization health care through a high deductible health plan with the Employer paying a percentage of the premium costs depending on the level of coverage and contribution rate, as selected by the employee. The Employer will also provide a dental insurance plan, in effect as of the effective date of this Agreement.

If it becomes necessary to change carriers, or to change to an insurance pool arrangement, and such change would affect the benefits under the plans, the employer agrees to meet with the members of the Union prior to implementing.

During the term of this agreement, the Employer will maintain the same quality of health care coverage at no increase of percentage cost to the employees. Depending upon the medical coverage option selected by the employee, the employee's contribution can range from 0% to 30% of the total premium expense.

The employee's contribution shall be 20% of the total cost of the program for Dental, Vision and Prescription coverage for the duration of this agreement.

To the extent that the deposit will not exceed the federal maximum for HSA contributions, on the first business day of plan year, the Employer, the Employer shall make a deposit into the participating employee's Health Savings Account (HSA) based on the following participation:

> Employee Only Plan= Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $250 to $3,000

Employee + Child Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $500 to $6,000

Employee + Spouse Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $500 to $6,000

Family Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from $500 to $6,000

HSA deposits will be prorated in the year of hire based on the effective date of hire. If the annual increase in premium exceeds 10%, the parties agree to reopen negotiations to discuss only Article 17 for the purpose of cost sharing the excess premiums.

HSA deposits will be prorated in the year of hire based on the effective date of hire. There shall be a Vesting Period for all new employees in an effort to protect the integrity of the program. Employer-provided HSA contributions ("startup contributions") shall vest over a 12-month continuous employment period. If employment terminates or HSA coverage ends before full vesting, the unvested portion is forfeited or repayable to the employer.

The employer shall provide a $50,000 group life insurance policy to all bargaining unit employees at no cost to the employee.

ARTICLE 18
HOLIDAYS/PERSONAL LEAVE

Section 18.1

The Employer shall recognize each of the following days as a paid holiday:

New Year's Day	Labor Day
Martin Luther KingDay	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

An employee, while on any unpaid leave of absence will not receive holiday pay compensation.

Section 18.2

If an employee is scheduled to, and works, on a Holiday listed in Section 18.1, that employee shall be paid at a rate equal to one and one half (1 1/2) times their regular rate of pay for all hours worked. This is in addition to their regular Holiday Pay.

Section 18.3

Holiday pay is equal to the actual hours worked at the employee's regular rate of pay.

Section 18.4

Employees will be granted two (2) personal days annually. Unused personal days as of December 31st shall be forfeited.

ARTICLE 19
VACATIONS

Section 19.1

Employees shall earn vacation leave according to their number of years of full-time service with governments from Ohio, Indiana, and Kentucky along with Military Service and shall be accrued each pay period as follows:

A. Zero (0) through 2,190 calendar days - 80.0 hours (or its equivalent), computed 3.1 hours per pay period.

B. 2,191 through 4,015 calendar days - 120 hours (or its equivalent), computed 4.6 hours per pay period.

C. 4,016 through 5,840 calendar days - 144 hours (or its equivalent), computed 5.54 hours per pay period.

D. 5,841 through 9,490 calendar days - 176 hours (or its equivalent, computed 6.77 hours per pay period.

E. 9,491 or more calendar days - 200 hours (or its equivalent), computed 7.7 hours per pay period.

Section 19.2

Vacation credit accrues while on vacation, military leave, and sick time. No vacation credit is earned while an employee is in no pay status other than military leave. Pro- rated vacation credit is given for any part of a pay period.

Section 19.3

Vacation requests shall be honored on the basis of the employee's seniority, subject to the following:

A. Vacations are scheduled and approved in accordance with the workload

requirements of the Police Chief;

B. Once an employee has designated their vacation time off and it has been approved, no other employee can bump that employee to another time; and

C. Once an employee has picked their date of vacation, they may change to another provided that they notify the employer one (1) week in advance of the change.

Section 19.4

Employees may carry over the equivalent of one (1) year's accrual into the next vacation year, but at no time shall accumulate more than two (2) year's vacation time. Vacation hours in excess of two (2) year's vacation time carry-over shall be forfeited.

Section 19.5

Upon separation, employee shall be paid for no more than 40 hours of carryover plus the current year vacation accrual at their hourly rate at the time of separation. Any vacation in excess of the above limits is dropped and lost.

Section 19.6

Any employee hospitalized while on vacation shall, upon request and upon submission of sufficient evidence of the hospitalization, be entitled to change their status to sick leave for all days hospitalized and any subsequent days necessary for recovery. Upon submission of the request with verification of hospitalization, any vacation charged to the employee for the duration of the illness shall be restored to their credit.

ARTICLE 20
SICK LEAVE

Section 20.1

Employees shall accrue sick leave credit at the rate of 4.6 hours for each eighty (80) hours of regular hours worked, or while in active pay status, including paid vacation and sick leave. Sick leave credit shall not accrue during any period of unpaid leave or layoff. Advance use of sick leave shall not be granted. Sick leave may be accumulated without limit.

Section 20.2

Sick leave shall be granted to an employee, upon approval of the Police Chief, for the following reasons:

1. Illness, injury or pregnancy related conditions of the employee;

2. Examination of the employee, including medical, psychological, dental or optical examination, by an appropriate practitioner, when such an examination cannot be scheduled during non-work hours;

3. Death of a member of the employee's immediate family. Such usage shall be limited to a reasonably necessary time, not to exceed seven (7) calendar days. One of the days must be the date of the funeral if the employee is scheduled to work on the day of the funeral;

4. Illness, injury or pregnancy related condition of a member of the employee's immediate family where the employee's presence is necessary for the health and welfare of the affected family member; or

5. Examination, including medical, psychological, dental or optical examination of a member of the employee's immediate family by an appropriate practitioner where the employee's presence is necessary.

For the purpose of this Article, the definition of immediate family shall be: mother, step-mother, father, step-father, son, step-son, daughter, step-daughter, brother, step-brother, sister, step-sister, spouse (or person living as a spouse as defined by OAC 123:1-47-01), grandparent, grandchild or any in-law or a legal guardian.

Section 20.3

Sick leave usage, when approved, shall be charged in minimum units of one-hour increments. In order to receive pay for sick leave usage, an employee must comply with all departmental rules and regulations governing application of use. Three (3) consecutive workdays off on sick leave will require a statement from a health care practitioner to be submitted to the Chief upon return to work. Falsification of an application for sick leave or a practitioner's statement shall be grounds for disciplinary action.

If there is reason to believe sick leave has been improperly used, the Police Chief or their designee may deny sick leave pay until the employee establishes that his or her use of sick leave was proper. Abuse of sick time will result in disciplinary action, up to and including discharge.

Section 20.4

A. The employer agrees to apply the provisions of the Family and Medical Leave Act Policy (FMLA) as approved by the Township Trustees, to all employees in the Bargaining Unit.

B. An employee taking leave to which they are entitled under the FMLA shall exhaust available paid leaves earned under this Agreement during FMLA leave. Any sick

leave of more than five (5) consecutive days may be charged against FMLA leave, if FMLA leave is approved.

C. Failure of an employee to return from the expiration of FMLA and/or following approved leave may result in the Township sending the employee for a fit for duty exam as outlined in this agreement.

Section 20.5

Any unused sick leave at the time of the employee's retirement or death shall be paid according to the following schedule:

For a full-time employee with tenure of at least 10 years, they shall be paid in cash 1/4 of the value of the accrued, but unused sick leave credit. The maximum number of unused sick leave hours which may be accumulated is 1,440. The maximum number of hours which can therefore be paid out to the employee is 360 hours pay.

Members who are killed in the line of duty will be paid in cash 100% of the value of the accrued but unused sick leave credit.

Section 20.6

All Employees of the bargaining unit shall be eligible for donated time benefits, to relieve hardship resulting from extended illness or injury off duty. The donation and use of sick leave hours shall be subject to the Donation of Sick Leave policy adopted by the employer.

ARTICLE 21
UNIFORMS AND EQUIPMENT

Section 21.1

Upon hire, the Employer shall supply at no cost to the employee all uniforms and equipment required by the Employer, excluding socks and underwear, in quantities specified by the Employer.

Section 21.2

Each employee will be granted five-hundred-dollar ($500.00) uniform allowance for each calendar year. These dollars will be available starting January 31st each year. The amount of each article of clothing will be deducted from the allotment once issued. No cash will be given to employees. Unused funds will not roll over to the next year. This allotment may be used for uniforms and accessories as approved by the Chief of Police.

Section 21.3

All uniforms and equipment issued by the Employer are the property of the Employer and shall, upon termination of employment of an employee, be returned to the Employer in condition issued, allowing for reasonable wear and tear, prior to the issuance of any final compensation to the employee. Any item issued which is lost by an employee shall either be replaced or paid for at current market value by the employee, at the option of the Employer.

Section 21.4

Equipment and other items not issued or required by the Employer may not be utilized or worn without the permission of the Police Chief.

Section 21.5

When an employee supplies evidence that their personal property sustained damage while performing the duties of their assigned work, or on off-duty details approved by the Police Chief, provided such damage was not the result of horseplay, willful misuse, or negligence on the part of the employee, the Employer shall reimburse the employee for the cost of necessary repair or replacement up to a maximum of two hundred ($200) dollars per year, but no more than fifty ($50) dollars for any, watch or jewelry items. The employee shall present the damaged items to the Employer for inspection prior to the repair or replacement of said property. The Employer has the option to replace or repair of said property. Any court ordered restitution received by an employee as compensation for damage to this personal property shall be remitted to the Employer up to the amount the Employer has paid.

ARTICLE 22
EXPENSES

Section 22.1

When an employee's duty requires them to travel on Police Department business, the Police Chief may provide a vehicle for transportation or permit the employee to be reimbursed for the use of their personal motor vehicle at a rate most recently approved by the Board of Township Trustees for reimbursement of Township officials.

Section 22.2

When an employee, while acting on behalf of the Employer, must park in a commercial parking facility, the Employer shall reimburse the employee for parking expenses, with proof of said receipt.

Section 22.3

When an employee is required to attend training or travel on Police Department business authorized by the Police Chief, the Employer shall pay all necessary, reasonable,

authorized, and approved expenses incident to such training and travel inclusive of required meals, lodging, parking, and fees. The travel shall be pre-approved by the Department on the Township's travel form. Any travel that has not been pre-approved will be denied and reimbursement will not be issued.

Section 22.4

All required and authorized training shall be counted as time worked. On multiple day training sessions where the employee has been authorized by the Employer to remain at or near the training site overnight, the days in training which do not require travel to the site within a fifty (50) mile radius from the site shall be counted as regular workdays.

ARTICLE 23
LEAVES OF ABSENCE

Section 23.1 - Leave Without Pay

Employees may be granted the following types of unpaid leaves of absence:

A. Disability Leave

A physically or mentally incapacitated employee who has completed their probationary period may request a disability leave. A disability leave for a period not to exceed one (1) year may be granted when the disability continues beyond the accumulated sick leave rights provided the employee furnishes satisfactory medical proof of such disability along with their written request;

and is:

1. Hospitalized or institutionalized;

2. On a period of convalescence after being hospitalized, institutionalized, or;

3. Declared incapacitated for the performance of the duties of their position by a licensed physician. It is the employee's responsibility to request a disability leave when the employee's sick leave has expired.

B. Employer Required Disability Leave

The Employer may require an employee to be examined by a licensed physician selected by the employee, from a list of three submitted by the Employer, at the Employer's expense. An employee found to be unable to physically perform the substantial duties of their position shall be placed on Disability Leave as described in Section 21.1 A. Employer required disability leave may be appealed through the grievance and arbitration procedures.

C. Leave of Absence

The Police Chief may grant a leave of absence without pay to any employee for a maximum duration of six months for any personal reason of the employee. Such a leave may not be renewed or extended beyond a total accumulated period of six (6) months in any one (1) calendar year without the approval of the Board of Trustees.

1. The authorization of a leave of absence without pay is a matter of administrative discretion.The Police Chief will decide in each case if a leave of absence is to be granted.

2. The granting of any leave of absence is subject to approval of the Police Chief. Except for emergencies, employees will make request to the Police Chief sixty (60) days prior to commencement of the desired leave so that the various agency functions may proceed properly.

3. Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists.

4. An employee may return to work before the scheduled expiration of leave as requested by the employee and agreed to by the Police Chief. If the employee fails to return to work at the expiration of approved leave of absence, such employee shall be removed from their position, unless extenuating circumstances arise. During this time, the employee shall not receive seniority time for the period of the leave.

5. Leaves of absence which are for any purpose covered by the Family and Medical Leave Act shall be governed by the Township's FMLA policy.

Section 23.2 - Leave with Pay

Employees may be granted the following types of paid leave of absences:

A. Court Leave

The Employer shall grant full pay where an employee is summoned for jury duty or subpoenaed as a witness for a proceeding outside the scope of their employment.

All compensation from the Court or subpoenaing party shall be reimbursed to the department. An employee released from jury or witness duty prior to the end of their scheduled workday shall report to work for the remaining hours.

The Employer shall not be required to pay employees when they are appearing in court for criminal or civil cases being heard in connection with the employee's personal matters or in matters wherein the employee or the Union is a plaintiff in a case against the Township or any Township officials or employees. These absences would be leave without pay, compensatory time, personal leave or vacation at the discretion of the employee. An employee shall request prior approval for court leave, in order for such leave to be granted.

B. Military Leave

Bargaining unit employees are entitled to leave and/or benefits as described in State and Federal law.

C. Administrative Leave

Administrative leave, with pay, may be given for an employee to leave the Township's property, or not to return to the Township's property for a specified period of time. This may also include limiting the use of Township's Information Technology, engaging with Township employees, or both for the following reasons:

(1) In circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care may be adversely affected.

(2) To investigate an alleged violation of law or Township policy.

(3) To investigate the conduct or performance of an employee even where no alleged violation of law or policy has been made.

(4) When it is in the best interest of the Township operations as outlined in memorandum from the Township Administrator.

Although administrative leave may be used in conjunction with disciplinary action, or implemented because of an investigation, it is not, in itself, a form of disciplinary action.

An employee may be placed on administrative leave with pay for the remainder of the employees' workday or longer with the approval of the Township Administrator or designee.

An employee shall receive their base rate of pay while on administrative leave. Time designated as administrative leave with pay will not be charged to the employee's paid leave. An employee placed on administrative leave with pay maintains all benefits during the leave time.

Returning to work

When employees are on administrative leave with pay, their positions are held for them, unless it is determined through the investigative process and resulting disciplinary action that the employee is to be terminated.

Notification

Written notification to the employee is required when an employee is placed on administrative leave with pay for periods of time greater than the remainder of the

workday. A copy of this notification will be placed in the employee's personnel file.

ARTICLE 24
SEVERABILITY

Section 24.1

This agreement supersedes and replaces all applicable state and local laws which it has the authority to supersede and replace. Where this Agreement is silent, the provisions of applicable law shall prevail. If this agreement, federal law, and state law are silent, the provisions of the Township adopted policies and procedure will prevail. If a court of competent jurisdiction finds any provision of this Agreement to be contrary to any applicable statute, such provision shall be of no further force and effect, but the remainder of the Agreement shall remain in full force and effect.

Section 24.2

The parties agree that should any provisions of this Agreement be found to be invalid, by a court or agency of proper jurisdiction, they will schedule a meeting within thirty (30) calendar days at a mutually agreeable time to negotiate alternative language on the same subject matter.

ARTICLE 25
WAIVER IN CASE OF EMERGENCY

Section 25.1

In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Sheriff or the Federal or State Legislature, such acts of God or civil disorder, the following conditions of this Agreement may be temporarily suspended by the Employer:

A. Time limits for the processing of grievances; and

B. All work rules and/or agreements and practices relating to the assignment of employees.

Section 25.2

Upon the termination of the emergency should valid grievances exist, they shall be processed in accordance with the provisions outlined in the grievance procedure of the

Agreement and shall proceed from the point in the grievance procedure to which they, the grievance(s), had properly progressed, prior to the emergency.

ARTICLE 26
PROFESSIONAL LIABILITY INSURANCE

Section 26.1

Professional Liability Insurance shall be maintained at current levels by the Board of Township Trustees. Any increase of cost will be covered by the Township Trustees.

ARTICLE 27
MEDICAL/PHYSICAL EXAMINATION

Section 27.1 Alcohol/Drug Testing

A. It is the policy of the Colerain Township Police Department that the public and all Township employees have the absolute right to expect persons employed by the Police Department will be free from the effects of drugs and alcohol. The Township, as the Employer, has the right to expect its Employees to report to work fit and able for duty and to set a positive example for the community and the organization. The goals of this policy shall be achieved in such a manner as not to violate any Employee's administrative or constitutional rights.

B. All Employees shall be subject to random drug testing on an annual basis through a computer-generated process of selecting individuals. Employees will have an equal chance of being tested each time selections are made. Dates for testing shall be unannounced and spread throughout the calendar year.

   Any bargaining unit employee who has been ordered to undergo a random drug test may, upon timely request, be accompanied to the testing site by a coworker of their choice. No test will be delayed due to the tardiness of the employee's coworker.

C. Alcohol/drug screening/testing shall be conducted as part of the pre-employment testing process for full-time employees. Testing under this section shall not be considered the random test for an employee. The Township may require any individual who is within seven (7) days of completing their probationary period to be tested under this section.

D. The Employer may also test Employees for drug or alcohol when it has a reasonable suspicion to suspect the use of drugs or alcohol. If reasonable suspicion testing occurs, it

will not be considered an Employees random test and the Employee will still be subject to selection for random testing.

Reasonable suspicion that an Employee used or is using drugs or alcohol in an unlawful manner may be based upon but not limited to:

a. Observable phenomena, such as direct observation or drug of alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;

b. A pattern of abnormal conduct or erratic behavior;

c. Arrest or conviction for a drug or alcohol-related offense, or the identification of an Employee as the focus of a criminal investigation into illegal drug or alcohol possession, use or trafficking;

d. Information provided either by reliable and credible sources or independently corroborated;

e. Evidence that an Employee may have tampered with a previous drug test; or

f. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

E. Drug/Alcohol testing shall be ordered by the Employer. The testing shall be conducted solely for administrative purposes. Results obtained shall be held in complete confidence and shall not be used in criminal proceedings against the affected employee. The parties agree that the Employer will respond if test results are subpoenaed or requested through other legal discovery. This procedure shall not preclude the Employer from other administrative actions, but action shall be based solely upon the initial testing alone. The maximum accepted tolerance for alcohol will be .04.

F. All drug tests shall be conducted by laboratories that meet or exceed national accrediting bodies' standards and requirements. A test is not considered positive unless confirmed by liquid chromatography tandem mass spectrometry (LC-MS/MS) or gas chromatography tandem mass spectrometry (GC-MS/MS). Testing procedures must include a signed chain of custody and samples must be appropriately sealed according to the chain of custody guidelines. All procedures shall be documented in writing and consistently followed. A Medical Review Officer (MRO) will review all confirmed positive results, excluding positive results for illicit drugs.

G. Alcohol testing shall be done in accordance with the law of the State of Ohio to detect drivers operating a motor vehicle under the influence.

H. The results of the testing shall be delivered to the Employer and the tested Employee. An Employee whose confirmatory test results are positive shall have the right to request a

certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The Employee shall provide a signed release for disclosure of the testing results to the Employer only. A representative for the Bargaining Unit shall have a right of access to the results upon request to the Employer, with that Employee's written consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline, up to and including termination.

I. If a drug-screening test is positive, a confirmatory test shall be conducted utilizing the samples collected in the manner prescribed above. If any confirmation drug test results are positive, the employee is entitled to have the split sample tested by another DHHS-certified lab in the manner prescribed above at the employee's expense. The employee must request the split sample test within seventy-two (72) hours of being notified of a positive result. The results of this test, whether positive or negative, shall be determinative. A list of three (3) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

J. After the testing required above has produced a positive result, the Employee shall be permitted to participate in any rehabilitation or detoxification program covered by insurance, or of the Employee's choice. Any discipline allowed by the positive findings provided for above shall be deferred pending successful rehabilitation of the Employee within a reasonable period. An Employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of the rehabilitation or detoxification program, utilizing sick time and vacation leave for the period of the rehabilitation or detoxification program. If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retesting demonstrating that the Employee is no longer abusing a controlled substance, the Employee shall resume full duties at a like-position to the one held by the employee prior to the medical leave. Such Employee may be subject to random testing upon return to work for a period of two (2) years from the date of return to work. Any Employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the Employee to be placed on medical leave without pay, for a period not to exceed twelve (12) weeks.

K. If the Employee refuses to undergo rehabilitation or detoxification or if the tests are positive during a re-testing return to work for such a program, the Employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

L. If an employee has not voluntarily submitted to a program of rehabilitation under this article, or tests positive for the use of illegal drugs or if the employee tests positive at any time within one (1) year after their return to work upon completion of a program, such employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

The term “drug” includes all controlled substances as defined in the Ohio Revised Code. The term “illegal drugs” includes any controlled substance that has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.

M. Costs of all drug screening tests, and confirmatory tests shall be borne by the Employer except that any tests initiated at the request of the Employee shall be at the Employee’s expense.

N. Any member may voluntarily present themselves as an alcohol abuser, or a person with tendencies toward drug abuse and volunteer for rehabilitation or detoxification or any other relevant/applicable Employee assistance without fear of punitive action.

O. The provisions of this Article shall not require the Employer to offer a rehabilitation or detoxification program to any Employee more than once.

P. All employees are required to notify the Chief of Police when reporting for duty while under a course of treatment that includes prescription medication that is a controlled substance so that a review of the employee’s essential job functions and the impact, if any, of those prescription medication can be made. Such information shall be considered confidential medical treatment records and not subject to disclosure except to a Medical Review Officer who shall evaluate the employee’s ability to safely perform the essential functions of their position in light of the prescription medication. In lieu of review by a Medical Review Officer, the employee may have their personal physician provide a written certification verifying that the employee’s use of the prescription medication that is a controlled substance does not affect the employee’s fitness for duty. Said certification shall only be valid where the physician’s certification states the physician has reviewed the employee’s position description, identifies the prescribed medication, and contains a statement by the physician that the employee’s fitness for duty is not affected by the use of the identified prescribed medication.

Q. Drug testing levels are applicable to all testing situations, except for those where an employee has been taking legally prescribed medications and conforming to the prescribed dosage regimen. Any employee who tests the NIDA established levels as a result of a legally prescribed medication shall not be considered to have tested positive under this article if the level reflects the dosage regimen. However, where the level is above the NIDA level and inconsistent with the dosage schedule, the employee shall be considered to having tested positive.

ARTICLE 28
NO STRIKE/NO LOCKOUTS

SECTION 28.1

The Union and the Employees agree that there shall be no strikes of any kind during the term of this agreement. The term "strike" shall have the same definition for purposes of this agreement as contained in 4117.01 H of the O.R.C. and include any effort to use sick

leave for the purpose of withholding services. Any employee who is absent from work without permission or abstains from performance of their assigned duties in a normal manner without permission, shall be presumed to have engaged in such a strike. If any employee is engaged in any violation of this article, the Union shall, upon notification by management, immediately order such employees to resume normal work activities and shall publicly denounce any violation of this article.

The Union, its officers, agents, representatives, members, and all other Employees covered by this Agreement shall not, in any way, authorize, assert, encourage, participate in, sanction, ratify, condone, or lend support to any strike. Any strike of the employees entered into, or any strike called for by the Union, shall constitute a breach of this agreement and shall abrogate the obligations of Township under this agreement. In law the Township shall have the right to impose discipline up to and including discharge for any employee who authorizes, condones, or lend support to any strike. In the event of a strike, Union officers and representatives will continue to carry out their duties as employees and will take positive action to bring the strike to an end.

Section 28.2

During the life of this agreement, the employer shall not cause, permit, or engage in any lock out of the bargaining unit employees.

ARTICLE 29
MID-TERM BARGAINING

Section 29.1

Subject to the specific rights retained by the Employer in this Agreement, the Employer recognizes its legal obligation under ORC chapter 4117 to bargain with the FOP prior to implementation of any changes in wages, hours, or other terms and conditions of employment applicable to members of the bargaining unit. Prior to implementing new or changed work rules, policies, or other changes that materially affect wages, hours, or terms or conditions of employment of bargaining unit employees, the Employer will notify the Union seven (7) calendar days in advance of the effective date of implementations. If the Union requests to bargain over such a change within the notice period, the Employer and the Union will negotiate in good faith. If the Union does not request to bargain within seven (7) calendar days after the notice of change is given, objections to the proposal in the notice are waived, including any right to file a grievance or unfair labor practice. If the Employer and the Union bargain to impasse, the parties may submit the issues to fact finding and conciliation in accordance with the O.R.C. Sec. 4117.14. However, if the change is not a topic of bargaining under ORC Chapter 4117 or in the case if the change is necessary due to exigent circumstances of the State or Federal directive or regulation, the Employer is not required to give the seven (7) calendar day notice or to bargain over the implementation of the change; however, the Employer may elect to do so if time permits without waving its rights.

If the Union desires to bargain as described above, the Contract shall be opened only for negotiations of matters relating to the subject of the Notice of Change, and no other.

Section 29.2

Whenever practical, the Employer agrees to notify the Union in advance of any changes in the employment relationship that may affect the FOP or its members through the labor-management committee. The notification is not to constitute an abridgment of management's rights to make changes that it deems necessary.

Decisions to change policy and procedures that do not directly affect wages, hours, and other terms and conditions of employment are not subject to the grievance procedure.

ARTICLE 30
SUBCONTRACTING

Section 30.1

The Employer shall not subcontract any police services to or for the Township currently performed by members of The Union during the life of this agreement.

Section 30.2

Subcontracting does not preclude the Employer from entering into "Shared Services" agreements with other political subdivisions or law enforcement agencies to share police related assets and/or resources.

ARTICLE 31
CRITICAL INCIDENT SUPPORT

Section 31.1 Critical Incident Peer Support.

In the event of a critical incident, the Chief of Police shall notify either the internal Colerain Township Police Department Peer Support Team or activate the Tri-state Peer Support Group as soon as practical. The internal Peer Support Team will be activated by notifying the Peer Support Team Lead and Tri-state Peer Support Group will be activated through Hamilton County Communications Center.

A. Critical Incident definition

A critical incident is defined as any unanticipated event or group of events, which can overwhelm the usual coping skills of an individual or group.

B. Activation:

Critical Incident Peer Support will be contacted and asked to respond for the following situations when an employee covered by this agreement is involved in responding to or taking a call related to the incident:

1. Any officer related shooting involving a member of the bargaining unit (with the exception of the killing of an animal) whether or not officers returned fire;

2. Any hostage situation;

3. A serious physical assault upon a law enforcement officer or a natural disaster;

4. Any incident involving multiple fatalities;

5. The suicide of any member of the police department;

6. Any other time deemed necessary by any member or the chief or his designee (e.g., an incident involving the death of a child or several incidents within a short period of time which may overwhelm employees, etc.).

ARTICLE 32
FIT FOR DUTY EXAMINATIONS

Section 32.1.

The Employer may require that an employee take a medical/fit for duty examination if it has a reason to believe the employee's ability to perform the essential duties of their positions is in doubt. An examination will not be mandated to supplant disciplinary action.

Section 32.2.

While the employee is waiting to be scheduled by the employer for the examination, the employee shall be placed on paid administrative leave and shall remain on such status until a final determination is made. While on administrative leave, the employee shall be placed on a M-F, 0800 to 1600 schedule. During these hours, the employee must be available to respond to the Township or appointment scheduled by the Township within two (2) hours of notification up to once a day. Likewise, during these hours the employee is expected to only engage in behaviors that would reflect favorably on the Township.

Section 32.3.

The examination shall be conducted by a licensed physician (for physical consideration) or Psychologist/Psychiatrist (for mental consideration) in good standing and qualified with respect to

the subject matter to determine the employee's physical or mental capability to perform the essential duties of the employee's position. The cost of such examination shall be paid by the employer.

Section 32.4.

If the employee disagrees with the determination of the examination arranged for by the Township, the employee may be examined by a physician or Psychologist/Psychiatrist in good standing and qualified with respect to the subject matter at the employee's expense. At the time of the Employee's appeal he or she will be removed from paid administrative leave and placed on sick leave.

Section 32.5.

Should the two reports conflict, the employee shall be returned to paid administrative leave and a third opinion shall be rendered by a neutral physician or Psychologist/Psychiatrist chosen by the first two examiners who is in good standing and qualified with respect to the subject matter with emphasis on someone familiar with the culture of Law Enforcement. The cost of the third physician or Psychologist/Psychiatrist shall be paid by the Employer. The third physician or Psychologist/Psychiatrist will be given access to conflicting opinions upon their request. This third opinion shall be the final opinion.

Section 32.6.

If the employee is found not qualified due to illness or disabling condition, the employee shall be placed on sick leave, leave without pay or disability separation.

Section 32.7.

Reinstatement: Reinstatement rights upon granting of disability leave extend for three (3) years if the employee receives no State of Ohio benefit and for five (5) years if the employee receives a State of Ohio benefit. Upon reinstatement from a disability leave, an employee will be returned to the same or similar position.

Section 32.8.

Reinstatement Procedures: An employee who has been granted a disability leave may make a written application to be reinstated and must successfully pass a medical examination showing full qualifications to perform the duties of the position. This examination will be made promptly and scheduled within thirty (30) days of making application barring any exigent circumstances. This examination will be paid for by the Township. An employee who passes the medical examination showing full qualifications to perform the duties of the position shall be returned to work within ten (10) days of notification.

Section 32.9.

Disability Separation/Retirement: An employee whose disability prevents reinstatement from disability leave may wish to apply to the Public Employees Retirement System (PERS) for a disability retirement. Should a disability retirement be approved, such a separation from township service will be properly reported to the appointing authority.

Section 32.10.

Failure to Return: An employee who does not return from disability leave, and who does not take a disability retirement, or formally resign, will be terminated at the end of the approved leave by means of a personnel action designated as "failure to return from disability leave."

ARTICLE 33
DURATION

Section 33.1

This agreement shallbe effective retroactive from 12:00 A.M. January 1, 2026 and shall remain in full force and effect through midnight December 31, 2028, or until a subsequent agreement is reached.

Section 33.2

If either party desires to modify or amend this Agreement, it shall give written notice of such intent no earlier than one hundred-twenty (120) calendar days prior to the expiration, or no later than ninety (90) calendar days prior to the expiration date of this Agreement. Such notice shall be by electronic mail. The parties shall commence negotiations within two weeks upon receiving notice of intent, or other mutually agreed upon time.

Section 33.3

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law from the area of collective bargaining, and that the entire understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The provisions of this Agreement constitute the entire agreement between the Employer and the Union and all prior agreements, practices and policies, either oral or written, are hereby canceled. Therefore, both parties, for the life of this Agreement, voluntarily and unequivocally waive the right, and each agrees that the other shall not be obligated to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement , even though such subjects or matters may not have been within the knowledge of either or both parties at the time they negotiated or signed this agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of _____, 2025.

FOR THE BOARD OF TRUSTEES

_____
Jeff Weckbach, Township Administrator

_____
Brodi Conover, Township Law Director

FOR THE UNION

_____
Negotiation Team Member

_____
Negotiation Team Member

_____
Negotiation Team Member

_____
Fraternal Order of Police

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with AFSCME - Part Time Fire in substantially the same form

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated the attached Collective Bargaining Agreement with the AFSCME Union which represents part time firefighters, EMTs, and paramedics in our Fire Department.

COLLECTIVE BARGAINING AGREEMENT BETWEEN THE COLERAIN TOWNSHIP BOARD OF TRUSTEES AND AFSCME OHIO COUNCIL 8, AFL-CIO, COLERAIN TOWNSHIP FIRE DEPARTMENT, PART TIME BARGAINING UNIT EMPLOYEES

JANUARY 1, 2026 – DECEMBER 31, 2028

TABLE OF CONTENTS

Article 1 – Agreement Purpose.....3
Article 2 - Severability.....3
Article 3 - Recognition.....3
Article 4 – Union Security.....4-5
Article 5 – Union Representation.....5-6
Article 6 - Uniforms.....6-7
Article 7 – Non-discrimination.....7
Article 8 – Management Rights.....7-9
Article 9 – Personnel Files.....9
Article 10 – Probationary Period.....10
Article 11 – Seniority.....10
Article 12 – Layoff & Recall.....10-11
Article 13 – Grievance Procedure.....11-15
Article 14 – Discipline.....15-18
Article 15 – Hours of Work, Overtime & Holidays.....18-19
Article 16 – Leaves of Absence.....19
Article 17 – No Strike/No Lockout.....19-20
Article 18 – Insurance.....20
Article 19 - Wages.....20-22
Article 20 – Communicable Diseases.....22-23
Article 21 - Miscellaneous.....23-24
Article 22 – Drug/Alcohol Testing.....24-26
Article 23 – Court Appearances and Jury Duty……26
Article 24 - Duration.....26
Signature page……..26

ARTICLE 1
AGREEMENT PURPOSE

A. This Agreement, entered into by Colerain Township, Ohio, hereinafter referred to as the "Employer", or the "Township", and AFSCME, Ohio Council 8, AFL-CIO hereinafter referred to as "the Union," representing the part-time Firefighters and Paramedics of Colerain Township, has as its purpose the following:

1. To comply with the requirements of Chapter 4117 of the Ohio Revised Code; and to set forth in its entirety, the full and complete understandings and agreements between the parties governing wages, hours, terms and conditions of employment for those employees included in the bargaining unit, as defined herein.

ARTICLE 2
SEVERABILITY

A. The parties intend this Agreement to supersede and replace any state and local laws on the subjects covered by this Agreement. Where this Agreement makes no specification about a matter, the provisions of applicable law or the issue as addressed in the Township's personnel policy, will apply. If by operation of law or by a court of competent jurisdiction it is found that any provision shall be of no further force and effect, the remainder of the Agreement shall remain in full force and effect for the Agreement term and the parties agree to meet and negotiate over the effects of the changes within thirty (30) calendar days.

ARTICLE 3
RECOGNITION

A. The employer recognizes AFSCME, Ohio Council 8, AFL-CIO as the sole and exclusive representative for all part-time employees in the bargaining unit as set forth in the certification issued by the Ohio State Employment Relations Board as follows:

Included: All part-time Firefighter EMT's, Firefighter Paramedics, and Paramedics in the Colerain Township Department of Fire and Emergency Medical Services.

Excluded: All full-time staff; the part time Chief, part-time Fire Inspector and part-time administrative staff; and all supervisors, confidential employees, and management-level employees as defined by the Act; all seasonal and casual employees as defined by SERB.

B. The Employer will not recognize any other organization as the representative for any bargaining unit employee.

ARTICLE 4
UNION SECURITY

A. The Employer agrees to deduct AFSCME membership dues bi-weekly each month from the pay of any eligible employee in the bargaining unit upon receiving written authorization, signed individually and voluntarily by the Employee. The signed payroll deduction form must be presented to the Employer by the Employee or his designee. Upon receipt of the authorization, the Employer will deduct AFSCME dues, initiation fees, and assessments from the payroll check for the next pay period in which dues are normally deducted following the pay period in which the authorization was received by the Employer in accordance with the terms of the executed authorization. Deductions shall be made from the pay of employees biweekly. Previously signed and un-revoked authorization cards shall continue to be effective for current and reinstated employees. All dues deductions shall be deposited via electronic ACH transfer payment into the commercial bank account of Ohio Council 8, AFSCME, AFL-CIO no later than fifteen (15) days following the end of the pay period in which the deduction is made. The Union shall provide the Employer with authorization to make deposits into the financial institution utilized by the Union along with the routing number and account number of the Union's account. It is the Union's responsibility to notify the Employer in writing of any change to the Union's account information.

B. The Employer shall be relieved from making such individual "check-off" deductions upon an Employee's:

1. Termination of employment;
2. Transfer to a job other than one covered by the bargaining unit that is not another AFSCME bargaining unit;
3. Layoff from work;
4. An unpaid leave of absence;
5. As outlined in Section J of this Agreement.

C. The laws regarding dues being used to finance political campaigns will be strictly followed. However, bargaining unit members will not be hindered from contributing additional, voluntarily donations to the Union's P.E.O.P.L.E. program via payroll deduction.

D. The Employer shall not be obligated to make dues deductions from any employee who, during any pay periods involved, shall have failed to receive sufficient wages to make all legally required deductions in addition to the deductions of the Union dues.

E. Within ten (10) business days of the initial employment of an employee, the union shall be provided with the name of the employee. One of the eleven elected Union Representatives shall have the opportunity to meet with the employee for up to forty-five (45) minutes during their shift to explain contractual rights and introduce new employees to the Union.

F. The Union shall be allowed to conduct a meeting to re-orient, educate, and update each employee in the units covered by this settlement for up to forty-five (45) minutes, each year, covered by the term of the Agreement. Such meetings shall be for the purpose of informing employees of union membership programs and their rights and obligations under the Agreement and shall be conducted outside of the Employee's scheduled work time and at the work location. The nature of the work of Fire & EMS means that employees will likely be called to duty at any moment in time. Therefore, any on-duty orientation that is paid by the Employer would be directly disrupted by this meeting.

G. The Employer shall email, with each deduction and transmittal of dues/fees, the following lists of information to the oc8dues@afscme8.org email in an Excel or Text format with the subject line, Local 2241, Pay date -/-/-:

1. Dues List: name (last name, first name, middle initial), current address, phone number and department/work unit, last four digits of the social security number and the amount of the deduction for each employee, as well as the total amount of the dues deducted for all employees for the pay period of the report.

2. Total Remittance Amount.

H. All employees who are members of the union may revoke their union membership by giving written notice to the union of their desire to withdraw from the union. Revocation of union membership does not revoke union dues authorization, which may be revoked as set forth below.

I. Any employee who has submitted a dues checkoff authorization card may withdraw or revoke the same at the time and in the manner specified on the dues checkoff authorization card signed by the employee or as amended by the Union if the amendment specifies a shorter revocation period than one fifteen (15) day period tied to the end of the collective bargaining agreement. Copies of employees' dues checkoff authorization cards are available from the Union upon request.

J. The parties agree that the Employer assumes no obligations, financial or otherwise, arising out of the provisions of this Article regarding the deduction of the Union dues. The Union hereby agrees that it will indemnify and hold the Employer harmless from any claims, actions, or proceedings by any employee arising from deductions made by the Employer pursuant to this Article. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.

ARTICLE 5
UNION REPRESENTATION

A. Non-employee representatives of the Union shall be admitted to the Employer's facility as long as their presence will not interrupt or interfere with the daily operations of the Fire Department. Upon arrival, the Union representative shall identify themselves to the

Employer or their designee and state the purpose of the visit.

B. Up to eleven (11) employees selected by the Union to act as the Union representative for the purpose of processing and investigating grievances under the Grievance Procedure shall be known as the Union Stewards. The Union Stewards may have an alternate who shall act in their absence. The Union shall notify the Employer of any changes in representation and the Employer shall not be obligated to recognize any Union Steward or Officer who they have not been given official notice of being elected or appointed to their position. Official notice of a change in Union Officers or Union Stewards shall be made in writing by the Local Union President or an AFSCME Ohio Council 8 Staff Representative within fourteen (14) business days of any change to the Fire Chief or Township Administrator.

C. A Union Steward may discuss a grievance with an Employee and/or his supervisor, for a reasonable period of time.

D. The Union shall have reasonable access to meeting areas of the Employer at reasonable times but only so far as any Union meetings do not interfere with the Employer's business. The Union shall obtain the consent of the Employer prior to utilizing the Employer's meeting areas.

E. The Union Stewards shall attend to the administration of this Agreement on a no loss/no gain basis.

F. Space shall be made available on-site at a Colerain Township facility for monthly meetings of the Union at no cost. Use of Township space must be pre-approved by the Employer.

ARTICLE 6
UNIFORMS

A. The Township shall provide uniforms to each bargaining unit member to replace worn or damaged items, as needed.

B. Upon first being hired with the Employer, all members of the bargaining unit shall be issued two (2) polos, two (2) t-shirts, two (2) pairs of pants, one (1) job shirt, one (1) high visibility winter/summer safety jacket, one (1) pair of uniform shorts, and a winter hat. Upon a bargaining unit member's one (1) year anniversary of employment with the Township, they will be issued one (1) button down shirt. Upon a bargaining unit member's ten (10) year anniversary of employment with the Township they will be awarded a Class A dress uniform or will be reimbursed for the Class A uniform which they bought prior to their ten-year anniversary.

C. The Employer shall furnish and thereafter maintain at no cost to the Employee all respiratory apparatus, gloves, helmets, protective clothing, and any other protective equipment such as personal alarm devices, boots, nomex hoods, batteries and any other

equipment as determined by the Employer to safely fulfill the requirements of the Employee's duties and responsibilities. All equipment shall meet or exceed National Fire Protection Association (NFPA) requirements at the time the equipment is issued. Within 14 days of termination, resignation, or separation from the Township, all department issued equipment must be returned to the Township. Failure to do so will result in a reduced final paycheck to cover the Township for the lost items and legal action.

D. Each employee will be granted a stipend of $150 for uniforms each calendar year, excluding the calendar year they were hired for footwear. Funds will be available January 31st of each year.

ARTICLE 7
NON-DISCRIMINATION

A. Neither the Employer, their agents, agencies, or officials, nor the Union or their agents or officers shall discriminate against any employee on the basis of age, sex, race, color, religion, gender identity, national origin, political affiliation, lawful political activity, disability, or ancestry of any person.

B. The Employer and the Union agree not to interfere with the desire of any person to become or refrain from becoming a member of the Union. No department supervisor or representative of the Employer shall discriminate against any employee because he or she has formed, joined, or chosen to be represented by the Union or because he or she has given truthful testimony or taken part in any grievance procedure or other hearings, negotiations, or conferences as part of the Union in good faith, recognized under the terms of this Agreement.

C. All references in this Agreement to the male gender shall be construed to be equally applicable to females.

ARTICLE 8
MANAGEMENT RIGHTS

A. The Union recognizes the Township's exclusive right to manage its affairs and the Township retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitutions of the State of Ohio and United States. Further, all rights which ordinarily vest in and are exercised by employers except such as are specifically relinquished herein are reserved to and remain vested in the Township, including but not limited to the generality of the foregoing:

1. Determine matters of inherent managerial policy, which include, but are not limited to areas of discretion or policy such as functions and programs, standards of service, overall budget, use of technology, and organizational structure;

2. Direct, supervise, evaluate, or hire employees;

3. Maintain and improve efficiency and effectiveness of operations, and programs;

4. Determine the overall methods, process, means, or personnel by which operations are to be conducted;

5. Suspend, discipline, demote, or discharge, for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;

6. Determine the adequacy of the work force;

7. Determine the overall mission of the Department as a unit of government;

8. Effectively manage the work force;

9. Take actions to carry out the mission of the Department as a governmental unit;

10. The right to manage its affairs efficiently and economically, including the determination of quantity, quality, frequency, and type of services to be rendered; the determination, purchase and control of the types and numbers of materials, machines, tools and equipment to be used; the selection of the location, number and type of its facilities and installations, the addition of discontinuance of any services, facilities, equipment, materials, or methods of operation;

11. The right to determine the starting and quitting time and the number of hours to be worked, including overtime, lunch, coffee breaks, rest periods and clean-up times; to determine the amount of supervision necessary, work schedules, and the method of process by which work is performed;

12. The right to contract, subcontract and purchase any or all work, processes or services or the construction of new facilities or the improvement of existing facilities; to adopt, revise and enforce working rules and carry out cost control and general improvement in programs, establish, change, abolish, combine or discontinue job classifications and prescribe and assign job duties, content and classification and establish wage rates for any new or changed classifications;

13. The right to reasonably determine an existence or non-existence of facts which are the basis of the management decisions; establish or continue policies, practices, or procedures for conduct of the Department of Fire & EMS and its services to the citizens of Colerain Township and, from time to time, re-determine the number, locations and relocations and types of its employees or to discontinue any performance of service by employees of Colerain Township; determine the number of hours per day or week any operation of the Department of Fire & EMS which may be carried on; select and determine the number and types of employees required; assign such work to such employees in accordance with the requirements determined by management authorities; establish training programs and upgrading requirements for employees within the department; establish and

change work schedules and assignments; transfer, promote or demote employees or to layoff, terminate or otherwise relieve employees from duty; continue, alter, make and enforce reasonable rules for just cause and otherwise to take such measures as the management may determine to be necessary for the orderly and efficient operation of the Colerain Township Department of Fire & EMS, subject to the terms of this agreement.

B. The Union recognizes and accepts that all rights and responsibilities of the Employer not specifically modified by this Agreement shall remain the function of the Employer.

ARTICLE 9
PERSONNEL FILES

A. Each employee may request to inspect his official personnel file maintained by the Employer.

1. All discipline records shall be stored in the Township's personnel system unless agreed to by mutual agreement of the parties.

B. If an employee becomes aware of an unfavorable statement or notation in the official personnel file, the Employee shall be given the right to place a statement of rebuttal or explanation in the file or it shall be removed under the following circumstances:

1. No anonymous material of any type shall be included in the Employee's official personnel file.

2. All entries and/or copies placed in an Employee's file that pertain to allegations or charges against the employee, which are determined to be "not sustained" or "unfounded," or which result in an exoneration of the accused Employee, shall immediately be removed from the Employee's file and a copy given to the Employee. There shall be no further record of these documents contained within the Employee's file.

3. Records of suspensions or demotions shall cease to have force and effect, thirty six (36) months from the date of issuance, provided no intervening discipline has occurred. Records of written reprimands shall cease to have force and effect, twenty four (24) months from the date of issuance, provided no intervening discipline has occurred. A letter of Counseling (verbal reprimand, date and time recorded) shall cease to have force and effect six (6) months from the date of issuance, provided no intervening discipline has occurred.

B. To the extent permitted by law, the Employer shall not disclose any information contained within the personnel files unless requested by the Union to fulfill their duty as the exclusive representative of the bargaining unit.

ARTICLE 10
PROBATIONARY PERIOD

A. Every newly hired Employee shall be required to successfully complete a probationary period. The probationary period shall begin the first day for which the Employee receives compensation from the Employer and shall continue for a period of twelve (12) months. A new hire probationary Employee may be terminated at any time during their probationary period and shall have no right to appeal of the termination under this Agreement. A probationary period may be extended up to six months upon written agreement between the Employer and probationary Employee.

ARTICLE 11
SENIORITY

A. "Seniority" shall be computed on the basis of uninterrupted length of continuous service measured in years, months, and days that an Employee has accumulated as an Employee in the Service of Colerain Township and the Colerain Township Fire & EMS Department.

B. Employees laid off shall retain their seniority for a period of twenty-four (24) months from the date of layoff.

C. Employees shall have no seniority during their probationary period, but shall be granted seniority upon successful completion of the probationary period, calculated from the date of hire as a part-time firefighter with the Township.

D. A person who has taken a leave of absence for one year or less shall retain their seniority.

E. Upon completion of fifteen (15) years of uninterrupted service with the Fire Department as a part-time firefighter, any bargaining unit member may "retire" from the Colerain Township Fire Department. This retirement shall mean that they may, at their discretion, be removed from all future shifts but keep their class A uniform at no cost, their helmet at no cost, and will receive their retirement patch. The retired bargaining unit member may also wear their Class A uniform to Colerain Township events at the discretion of the Fire Chief or their designee.

ARTICLE 12
LAYOFF AND RECALL

A. When the Employer determines that a layoff or job abolishment is necessary, the Employer shall notify the affected bargaining unit members at least fourteen (14) calendar days in advance of the effective date of layoff or job abolishment. Employees will be notified of the Employer's decision to implement any short-term layoff, lasting seventy-two (72) hours or less, as soon as possible.

B. In the event of any layoff, all part-time personnel shall be laid off first in the inverse

order of seniority, with the least senior bargaining unit member being laid off first.

C. Employees who are laid off shall be placed on a recall list for a period of twenty-four (24) months. If there is a recall, Employees who are still on the recall list shall be recalled, in inverse order of their layoff. Any recalled Employee requiring additional training to meet the position qualifications in existence at the time of recall must satisfactorily complete the additional training requirements within twelve (12) months of recall. Any training required in this Section shall be at the Employer's expense and each Employee will be paid for their time spent there at their normal rate of pay.

D. Notice of recall shall be sent to the Employee by certified mail. The Employer shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the last mailing address provided by the employee.

E. The laid off employee shall have five (5) calendar days following the date of receipt of the certified mail recall notice to notify the Employer of his or her intention to return to work, and shall have fourteen (14) calendar days following the date of receipt of the recall notice in which to report for duty, unless a different date for returning to work is otherwise specified in the notice. An employee failing to notify the Employer of his intention to return within five (5) calendar days, or failing to report for duty within fourteen (14) calendar days of notice shall be removed from the recall list and be deemed to have resigned.

F. If the fire department moves to an all full time department, part time employees shall be given the option to become a full time firefighter in lieu of a layoff by order of seniority. They shall not go through any new hire process but will be automatically awarded the position, and will serve a one year probationary period.

ARTICLE 13
GRIEVANCE PROCEDURE

A. The term "grievance" shall mean an allegation by a bargaining unit Employee that there has been a breach, misinterpretation, or improper application of this Agreement or any supplemental agreements made between the parties in writing, such as a Memorandum of Understanding (MOU). For the purposes of this article, Verbal Counseling will not be subject to the grievance procedure. It is not intended that the grievance procedure be used to effect changes in the articles of this Agreement.

B. A grievance may be filed by any member of the bargaining unit. Where a group of bargaining unit members desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a similar manner, one member selected by such a group shall process the grievance. Such a grievance shall be defined as a group grievance. The names of each member, if practical, or the group being represented, on behalf of which the grievance is filed, shall be made available at the first hearing. Group grievances shall be presented in the first instance to the supervisor common to all

Employees in the group. The grievance procedure outlined in Section F or I of this article shall be used throughout the grievance procedure.

C. All grievances must be processed and answered at the proper step in the grievance progression to be considered at the next step.

1. Time limits set forth herein may only be extended by a mutual agreement of the parties. The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that affect, or by permitting the time requirements at any step to lapse without further appeal. Any grievance not answered by the Employer or their designee within the stipulated time limits shall be considered a denial by the Employer and the grievance is considered denied.

D. Written grievances must be filed on the form provided by AFSCME, Ohio Council 8, AFL-CIO and shall contain, but not be limited to, the following information:

1. Date grievance occurred;

2. Description of incident giving rise to the grievance;

3. Articles and sections of the Agreement involved;

4. Relief requested; and

5. Signature of the Employee or in the absence of the Employee or a group grievance, the signature of the steward filing the grievance.

E. Disciplinary grievances involving suspension or discharge are to be appealed directly to Step 3 of the grievance procedure as specified in Section F of this Article. All other grievances related to disciplinary actions are to be filed at Step 1.

F. The following steps shall be followed in the processing of a grievance:

Step 1 – Within fourteen (14) calendar days of the incident or knowledge of the incident which gave rise to the grievance, the aggrieved employee shall notify the Assistant Chief or their designee in writing of their grievance, who shall investigate the matter and respond to the grievant within ten (10) calendar days of the initial notification with a report of their findings.

Step 2 – A grievance unresolved at Step 1 may be submitted by the grievant in writing to the Fire Chief within ten (10) calendar days from receipt of the Step 1 answer. It shall be the responsibility of the Fire Chief to investigate the matter, hold a hearing within ten (10) calendar days from the receipt of the grievance, and to provide a written response to the grievance within fourteen (14) calendar days from the day the hearing is held. The grievant will be represented by a representative of AFSCME, Ohio Council 8, AFL-CIO at any hearing or

hearings held at this level or above unless they sign a waiver refusing Union representation.

Step 3 – A grievance unresolved at Step 2 may be submitted by the grievant to the Township Administrator within fourteen (14) calendar days from receipt of the Step 2 answer. It shall be the responsibility of the Township Administrator, or their designee, to investigate the matter, hold a hearing within ten (10) calendar days from the receipt of the grievance, and to provide a written response to the grievance within fourteen (14) calendar days from the day the hearing is held. The hearing will be comprised of all relevant parties as determined by the Township Administrator. The grievant will be represented by a representative of AFSCME, Ohio Council 8, AFL-CIO at any hearing or hearings held at this level or above unless they sign a waiver refusing Union representation.

Mediation

If the Union feels that an unsatisfactory answer has been provided at Step 3 of the grievance process, prior to submitting the matter to arbitration, the parties consent to submit the grievance to Mediation. The parties shall use the Federal Mediation and Conciliation Service (FMCS) as the first option for mediation, AAA as the second option, or other mutually agreed upon Mediation Service as a third option. and shall conduct Mediation in accordance with the rules of the FMCS. The cost, if any, for Mediation shall be borne equally between the parties. The parties shall have the option to skip the first two options and agree to a mediation service, should they agree to do so. If the parties do not agree, the parties will follow the order listed above. Until Mediation is completed, all timelines are held in abeyance. Either the Union or the Employer may end this Mediation step of the grievance process but only after at least one (1) Mediation session has been attempted and at least ten (10) days notice prior to any other Mediation session which has been scheduled has been given.

G. Grievances unresolved during mediation may be submitted to arbitration upon request of the Union**,** in accordance with Section H of this Article.

H. AFSCME Ohio Council 8, based upon the facts presented, has the right to decide whether to arbitrate a grievance or not. If they decide to arbitrate a grievance, within thirty (30) calendar days from the date of mediation, the Union shall notify the Employer, in writing, of the intent to seek arbitration of an unresolved grievance. Following notification:

1. The parties shall attempt to draft an agreed upon submission statement. If the parties are unable to agree upon a submission statement, the arbitrator shall frame the issue or issues to be decided.

2. The Employer's representative shall notify the Union of any question of arbitrability within 30 days of the date of the intent to arbitrate, and of their intent to raise the question at the arbitration hearing. The arbitration hearing will be held

within 180 calendar days of the original posting to arbitration, or the grievance shall be deemed to be resolved. Delay beyond 180 calendar days caused by the chosen arbitrator will not be grounds for waiver.

3. After receipt of a request to arbitrate, a representative of each party (The Union and Employer) shall select an arbitrator in the following manner:

   a. The FMCS, AAA, or other mutually agreed upon arbitration service shall be jointly requested to submit a panel list of nine (9) arbitrators from the region. The parties shall strike the names of the arbitrators, with the Union striking first, until only one name remains. Either party may once reject the list and request from the FMCS or AAA, or other mutually agreed upon arbitration service, another list of nine (9) names until an arbitrator is selected. Any party requesting a new list will pay for that list.

   b. The Arbitrator shall limit their decisions strictly to the interpretation, application, or enforcement of the specific Articles and Sections of this Agreement, or any supplemental agreement and shall be without power and authority to make any decision contrary to, or inconsistent with or modifying or varying in any way the terms of the Agreement or applicable laws. Nor shall they make any decision contrary to, or inconsistent with, changing, altering, limiting, or modifying any practice, policy, rules or regulations, established by the Employer so long as such practice, policy, or regulations do not conflict with this Agreement.

   c. The Arbitrator shall be without authority to recommend any right of relief on an alleged grievance occurring at any time other than the contract period in which such right originated or make any award based on rights arising under any previous Agreement, grievance, or practices. The arbitrator shall not establish any new or different wage rates not negotiated as part of this Agreement.

   d. The decision of the arbitrator shall be final and binding on the grievant, the Union, and the Employer. The arbitrator shall be requested to issue their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final briefs. Any dispute over damages will be resolved by the Arbitrator who heard the grievance at arbitration.

   e. The cost of fees of the arbitrator shall be borne equally by the parties. The expense of any non-Employee witness shall be borne, if any, by the party calling them. The fees of the court reporter shall be paid by the party asking for one: such fees shall be split equally if both parties desire a reporter, or request a copy of any transcripts. Any bargaining unit member whose attendance is required for such hearings shall not lose pay or benefits to the extent such hearing hours are during scheduled working

hours on the day of the hearing. Any cancellation fee charged by the arbitrator shall be borne by the party (or parties) canceling the hearing.

f. Disciplinary actions of Written Warning or Written Reprimand may be appealed through the grievance procedure, but are not subject to the arbitration procedure unless a pattern of abuse becomes evident.

I. **Peer Review Procedure**

a. For Employees who desire to file a grievance that would be initiated at the traditional Step 1 grievance level and involve issues including a Letter of Counseling, Written Reprimands, and the results of performance evaluations, an alternative Peer Review Procedure is available. Such procedure is not available for grievances involving suspension, removals, or demotions.

b. An employee having a grievance shall file a written grievance following the traditional Step 1 procedure with the portion of the form where it calls for a Supervisor having been filled in with Peer Review Procedure, within seven (7) calendar days of the incident or knowledge of the incident occurring.

c. A hearing shall be scheduled by the Fire Chief or their designee within seven (7) calendar days of the receipt of the grievance. The panel will consist of two (2) bargaining unit members and three (3) management team members. The panel will hear the grievance, determine if a contract violation has occurred and make a written decision, which is final and binding.

d. The panel's decision is not arbitrable. The finding will be issued to the Employee, the Union President and the Staff Representative in writing via email or by certified mail to AFSCME Ohio Council 8, 1213 Tennessee Ave, Cincinnati, OH 45229.

ARTICLE 14
DISCIPLINE

A. The tenure of every employee subject to the terms of this Agreement shall be during good behavior and efficient service. The Employer may take disciplinary action against any Employee in the bargaining unit only for just cause.

B. Forms of disciplinary action, but not necessarily the order of discipline which are described in the Department's Standard Operating Guidelines are listed below:

1. Verbal Counseling (removed from the Employee's personnel file after six (6) months, absent any further disciplinary action)

2. Written Warning (removed from the Employee's personnel file after six (6) months, absent any further disciplinary action)

3. Written Reprimand (removed from the Employee's personnel file after eighteen (18) months, absent any further disciplinary action)

4. Suspension- with or without pay (removed from the Employee's personnel file after twenty-four (24) months, absent any further disciplinary action)

5. Suspension with recommendation for dismissal (may be suspended pending a pre-determination hearing by the Executive Chief of Staff)

C. Anonymous complaints with no corroborative evidence shall not be cause for disciplinary action.

D. Except in instances wherein the Employee is charged with serious misconduct, discipline will be applied in a progressive and uniform manner which takes into account their record of evaluations, years of service, and active discipline only.

E. Any time the Employer or any of his representatives has reason to discipline any Employee, it shall be done in a manner that will not intentionally embarrass the Employee before other Employees or the public.

F. Whenever the Fire Chief or their designee determines that an employee may be disciplined for just cause at a level of demotion, suspension, or discharge, a pre-disciplinary conference will be scheduled to give the Employee an opportunity to offer an explanation of the alleged conduct. Interviews and meetings under this process will be conducted at reasonable times, preferably (but not necessarily) during the hours of 10am and 5pm on Monday through Friday or another mutually agreed upon time. In the event that the interviews or meetings are not conducted during an Employee's tour of duty, the Employee will be paid at his or her normal hourly rate of pay for the time of the interview or meeting.

G. No less than seventy-two (72) hours prior to the scheduled starting time of the pre-disciplinary conference, the Fire Chief will provide to the Union and the designated hearing officer a written outline of the charges which may be the basis for disciplinary action and provide any evidence to be presented at the hearing. The Union will advise the Employee that they may

1. Appear at the conference to present an oral or written statement in their defense;

2. Appear at the conference and have the Union present an oral or written statement in defense of the Employee; or

3. Elect in writing to waive the opportunity to have a pre-disciplinary conference.

H. The Fire Chief or their designee shall conduct the pre-disciplinary conference.

I. At the conference the Union may present any testimony, witnesses, or documents which explain whether or not the alleged conduct occurred. The Union shall provide a list of witnesses to the Fire Chief or their designee not later than twenty-four (24) hours prior to the pre-disciplinary conference.

J. The Employee or his representative will be permitted to confront and cross examine witnesses. A written report will be prepared by the Fire Chief or their designee concluding as to whether or not the alleged conduct occurred, and deciding what discipline, if any, is appropriate. A copy of this report will be provided to the Employee, the Union President, and the Union Staff Representative within fifteen (15) calendar days following the conference. Any disciplinary action ordered by the Fire Chief shall commence not later than forty-five (45) calendar days after the issuance of the report.

K. Any employee charged with or under indictment for a felony who is not disciplined or discharged by the Employer, may be placed on a leave of absence without pay until resolution of the court proceedings. An Employee found guilty by the trial court of a felony shall be summarily discharged. Where the Employee is found not guilty of the charges the Employee may be subject to discipline pursuant to the terms of this Article, but they shall be paid for all lost straight time hours and shall have any other accrued benefit time, restored to their credit.

L. Whenever the Employer or any of his representatives' question bargaining unit Employees in reference to alleged or suspected misconduct, either in preliminary investigations or in pre-disciplinary conferences, the following conditions shall apply:

1. Employees being questioned as witnesses shall be so informed.

2. When an Employee who is suspected of misconduct is questioned regarding such misconduct, they shall be apprised of the nature of the suspected misconduct in writing as it is known at that time. They will also be informed of their right to have a Union representative present during the questioning.

3. Formal disciplinary conferences may be recorded by the Fire Chief. The Employee and/or Union may also record the conference at their own expense. All recordings will be made available to either side.

4. Questioning sessions shall be for reasonable periods and shall allow for personal necessities and rest periods, it being understood that there shall be no period of continuous questioning exceeding one (1) hour without provision for a ten **(**10**)** minute rest break.

5. No Employee shall be subjected to abusive language during questioning. No promise of reward shall be made as an inducement to answer questions.

M. Upon mutual agreement, a polygraph may be used as part of an investigation for discipline. No employee shall be subject to disciplinary actions solely on the basis of results of a polygraph examination.

N. If, without proper notice to the Fire Chief, Assistant Fire Chief, or Division Chief, an employee has been absent for more than one tour of duty and fails to report at the scheduled starting time for the subsequent tour of duty, they shall be deemed to have resigned from employment with the Township. However, this issue may only be taken to arbitration if the Employee can show that they were unable to contact the Employer for reasons of a medical emergency or other exigent circumstances.

ARTICLE 15
HOURS OF WORK, OVERTIME, AND HOLIDAYS

A. As used in this Article, a work period shall consist of a 28-day work period. A shift shall consist of twenty-four (24) consecutive hours once every six (6) days. Time off shall be allowed per the Fire & EMS Standard Operating Guideline titled "Part-Time Time Off". Notwithstanding the foregoing, any employee hired as a PRN is required to work a minimum of forty-eight (48) hours every 28-day work period, this may be a twelve (12) or twenty-four (24) hour shift.

1. Rotational Work Schedule – Each employee working a rotational schedule is assigned a unit day, which requires the employee to work the mandatory hours on a specific 24 hour shift every 6th day.

2. PRN Schedule – Each employee working as a PRN shall schedule based on the policy established by the Fire Chief. Eligibility for this program shall be limited to a maximum of fifteen (15) employees.

3. Comparable Coverage – An employee unable to fulfill a scheduled shift shall be solely responsible for obtaining substitute coverage, with the exception of missing all or a portion of a scheduled shift due to attendance at an approved Fire or EMS training course, as provided in this agreement. A substitute of employee of lesser qualifications shall be allowed only with the permission of the Fire Chief or their designee. Trading shifts to other employees does not relieve the employee from meeting the minimum number of hours worked per calendar year as set out above.

B. Beginning at 7am on the day of the Holiday and ending at 7am on the following day, Firefighters who work one of the legal holidays listed below will be paid one and a half (1.5) times their regular hourly rate:

New Year's Day – January 1st
Martin Luther King Day – 3rd Monday in January
President's Day – 3rd Monday in February
Memorial Day – Last Monday in May

Juneteenth – June 19th
Independence Day – July 4th
Labor Day – 1st Monday in September
Patriot's Day – September 11th
Veteran's Day – November 11th
Thanksgiving Day – 4th Thursday in November
Christmas Day – December 25th

C. Bargaining unit members will not be forced to find their own replacement if they call in sick. Trades must be documented on the appropriate form and approved by a supervisor.

D. Special pay rates –

1. Bargaining unit members that work any public education detail other than during their scheduled shift will be paid at time and a half the employee's regular hourly rate, and shall receive a minimum of two (2) hours pay.

ARTICLE 16
LEAVE OF ABSENCE

A. A leave of absence may be granted by the Fire Chief with the approval of the Township Administrator under the following conditions:
   a. Leave of absence is without pay.
   b. Leave of absence may only be granted to part-time employees who have successfully completed their probationary period of 12 months.
   c. The request for a leave of absence must be in writing from the employee outlining the reasons.
   d. The employee shall return all issued equipment and uniforms.
   e. Failure to return from a leave of absence at the specified date will be considered a resignation and not subject to the grievance process or arbitration.
   f. All approved leaves of absence shall be confirmed in writing to the employee by the Fire Chief with a copy to the employee's file.
   g. Under no circumstances, outside of military leave under FMLA, will a leave of absence extend beyond one year.

ARTICLE 17
NO STRIKE/NO LOCKOUT

A. NO STRIKES

   a. The Union agrees that during the term of this Agreement, there shall be no strikes, work stoppages, picketing, job actions, slowdowns or other cessations of the full and faithful performance of duties for any purpose whatsoever. In the event of any such concerted activity, Union representatives will continue to carry out their

duties as employees and will take positive action to bring the activity to an end.

B. NO LOCKOUTS
   a. The Township agrees that it will not lock-out any employee during the term of this agreement.

C. For the purpose of this agreement, the meaning of the term "job action" shall include but not be limited to any interruption of operations by employees; absence from work upon any pretext or excuse, such as illness or group sickout call, which is not founded in fact; or interruption of the operations of the Township by the Union and/or its members.

ARTICLE 18
INSURANCE

A. After completion of the employee's probationary period, the Employer will provide the employee, life insurance at the expense of the employer in the following coverage amounts: $50,000 death: $50,000 accidental death and dismemberment insurance.

ARTICLE 19
WAGES & OTHER COMPENSATION

A. No overtime (per applicable FLSA rules) shall be allowed unless approved by the Fire Chief or his designee. There shall be no pyramiding of overtime.

B. Pay shall be based on "percentage model" beginning with a base pay and increased a set percentage based on years of service (steps), EMT Certification (EMT-B, Paramedic) and qualification of FAO (Fire Apparatus Operator).

C. Base pay for the start of this contract shall be $ 18.29 per hour

D. Step 1 shall be the time of appointment thru twelve (12) months (probation). Step 2 shall be twelve (12) months following Step 1 (2nd anniversary of employment). Step 3 shall be twelve (12) months following step 2 (3rd anniversary of employment). Step 4 shall be the end of Step 3 (4th anniversary of employment). Step 5 shall be the end of Step 4 (top out).

E. In order to attract and retain highly qualified employees the Township shall credit up to four (4) years (Step 4) of equivalent service for paid full-time experience, or its part-time equivalent. For persons having part-time fire service experience the following equivalencies shall apply:

   1. 0-9 hours per week = No credit
      10-19 hours per week = 1/4 (one-quarter) of full-time work.
      20-29 hours per week = 1/2 (one-half) of full-time work.
      30 hours or more per week = Full-time work.

2. To be considered the Employee must provide employment dates, average number of hours worked per week, and job duties. The burden of proof rests on the candidate. Each case for equivalent eligibility will be reviewed on a case-by-case basis by the Fire Chief and will not be unreasonably denied. This decision shall not be retroactive past the date that information was provided.

Firefighter Pay Scale (The First Full Pay Period of 2026 through 12/31/2026)

Certification	Step 1	Step 2	Step 3	Step 4	Step 5
FF/EMT-B (Base)	$18.29	$19.38	$20.45	$21.34	$22.34
FF/EMT-B (FAO)	$20.03	$21.11	$22.19	$23.26	$24.26
MEDIC ONLY	$19.11	$20.19	$21.27	$22.36	$23.36
FF/EMT-P	$19.65	$20.73	$21.81	$22.78	$23.78
FF/EMT-P (FAO)	$21.39	$22.46	$23.55	$24.62	$25.62

Firefighter Pay Scale (The First Full Pay Period of 2027 through 12/31/2027)

Certification	Step 1	Step 2	Step 3	Step 4	Step 5
FF/EMT-B (Base)	$18.70	$19.81	$20.91	$21.82	$22.84
FF/EMT-B (FAO)	$20.48	$21.59	$22.69	$23.79	$24.81
MEDIC ONLY	$19.54	$20.65	$21.75	$22.87	$23.89
FF/EMT-P	$20.09	$21.19	$22.30	$23.29	$24.32
FF/EMT-P (FAO)	$21.87	$22.97	$24.08	$25.18	$26.20

Firefighter Pay Scale (The First Full Pay Period of 2028 through 12/31/2028)

Certification	Step 1	Step 2	Step 3	Step 4	Step 5
FF/EMT-B (Base)	$19.12	$20.26	$21.38	$22.31	$23.36
FF/EMT-B (FAO)	$20.94	$22.08	$23.20	$24.32	$25.37
MEDIC ONLY	$19.98	$21.11	$22.24	$23.38	$24.43
FF/EMT-P	$20.55	$21.67	$22.80	$23.82	$24.86
FF/EMT-P (FAO)	$22.36	$23.49	$24.62	$25.74	$26.79

H. Education Pay – All non-paramedic bargaining unit members who have passed their probationary period shall be eligible, on a most to least seniority basis, for one (1) slot at the paramedic school of the Employer's choice, at no cost. Upon being approved for the slot an employee must agree to continue working at the Township on a regular basis (i.e. they agree to work a once every six (6) day schedule with reasonable time off using trades, any unpaid time off but no change to PRN for a period of at least two (2) years after they complete the program. Any employee who terminates their employment with the Township prior to the two (2) year timeframe from the time they completed the program, shall owe the Township for all unpaid schooling costs which the Township would have normally been charged for the paramedic school.

ARTICLE 20
COMMUNICABLE DISEASES

A. Exposure to Blood Borne Pathogens (BBP) and Other Potentially Infectious Material (OPIM) is an inherent health hazard for all bargaining unit positions. The Employer shall provide Hepatitis B vaccinations to all Employees at the Employer's expense. Employees shall have the opportunity to accept or not accept the vaccinations and shall so indicate on forms provided by the Employer.

B. Employees exposed to Tuberculosis (TB) shall be provided with TB tests at the Employer's expense. Employees who test positive for TB shall be provided with necessary medication at the Employer's expense to the extent such medication is not paid for under the health insurance plan.

C. Per NFPA 1581, the Township agrees to use the latest protocols that address occupational health risks and the need to protect fire service members in all phases of their work. This shall include the identification, evaluation, control, and monitoring of risks from infectious environments at the fire station, in fire apparatus, during procedures at an incident scene, and at any other area where bargaining unit members are involved in routine or emergency operations.

ARTICLE 21
MISCELLANEOUS

1. The provisions of this Agreement shall be binding upon the Employer and its successors and assigns by merger, consolidation, or otherwise. Absent mutual agreement, no provision, term, or obligation of this agreement will be affected, modified, altered or changed in any respect by a party's consolidation, merger, sale, transfer, or assignment with or to any other organization, including but not limited to any change in legal status, ownership, or management.

2. Any time there is a new classification or a change to any current classifications, notification will be sent to the Local President and AFSCME Staff Representative via email. If the Union disagrees with the changes than the parties will bargain over them, until mutual agreement is reached.

3. Should the employer become aware that Employees wish to join with AFSCME Ohio Council 8, AFL-CIO, or that some members of a division have signed AFSCME Union Cards, prior to fifty (50) percent of any unit having signed a Union Card, the Employer agrees to remain neutral on the matter and thereafter the provisions of section 3 of this article, shall apply. The following clause in quotes only takes effect after there is a layoff of all employees in the bargaining unit: "upon gaining a majority among another division, the Employer agrees to voluntarily recognize them through a joint petition with the Union to SERB."

4. A copy of all current personnel policies and this agreement will be provided to all new hires and a digital copy will be kept digitally on the township website, in a place that is easily available for review by both bargaining unit members and the Staff Representative.

   A. Any new personnel policies shall be provided to the Union President and Staff Representative within thirty (30) calendar days of being approved by the Township.

5. Labor Management Committee. Either the Employer or the Union may call a Labor Management Committee meeting to discuss issues. The President, Vice President, and the Staff Representative for the Union will all be present or an alternate in their place must be present in addition to the Township Administrator, Fire Chief, and Assistant Fire Chief or their designee in order for a Labor Management Committee to proceed. Upon notification

from either party a Labor Management Committee meeting will be scheduled within ten (10) business days.

ARTICLE 22
DRUG/ALCOHOL TESTING

A. Drug/alcohol testing may be conducted on Employees upon reasonable suspicion. Reasonable suspicion that an employee used or is using a controlled substance or alcohol in an unlawful or abusive manner may be based upon, but not limited to:

1. Observable phenomena, such as a direct observation of drug or alcohol use or possession and/or physical symptoms of being under the influence of a drug or alcohol;

2. A pattern of abnormal conduct or erratic behavior;

3. Arrest or conviction for a drug or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug or alcohol possession, use, or trafficking;

4. Information provided either by reliable and credible sources or independently corroborated;

5. Evidence that an employee had tampered with a previous drug test; and

6. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

7. Post-accident testing will be conducted whenever an automobile accident occurs, regardless of whether there is an injury. An automobile accident is defined as an unplanned, unexpected or unintended motor vehicle crash that occurs during working hours that involves a Township owned motor vehicle used in conducting Township business, or is within the scope of employment that results in any of the following:

   a. A fatality of anyone involved in the accident;

   b. Bodily injury to the employee and/or another person that requires off-site medical attention away from the Township's place of employment;

   c. Vehicular damage in apparent excess of one thousand dollars ($1,000.00); or

   d. Non-vehicular damage in apparent excess of one thousand ($1,000.00) dollars.

8. When such an accident results in one of the situations listed above, any employee who operated the vehicle that contributed to the accident will be tested for drugs or alcohol use or both. Motor vehicle accidents that involve a Township owned vehicle and an animal (deer, dog, etc.) will not require testing regardless of monetary damage to the vehicle.

B. Drug/alcohol testing shall be conducted solely for administrative purposes and the results obtained shall not be used in criminal proceedings. Under no circumstances may the results of drug/alcohol screening or testing be released to a third party for use in a criminal prosecution against the affected employee. The following procedure shall not preclude the Employer from other administrative action but such actions shall not be based solely upon the initial testing results alone.

C. All drug screening tests shall be conducted by medical laboratories meeting the standards of the National Institute of Drug Abuse and the National Institutes of Health. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody control. All samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this Article. The Employer's Medical Review Officer shall review all confirmed positive results from the laboratory.

D. Alcohol testing shall be done in accordance with the law of the State of Ohio to detect drivers operating a motor vehicle under the influence.

E. The results of the testing shall be delivered to the Employer and the employee tested. An employee whose confirmatory test result is positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the results were obtained using the approved protocol methods. The employee shall provide a signed release for disclosure of the testing results to the Employer only. A representative for the bargaining unit shall have a right of access to the results upon request to the Employer, with the employee's consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline.

F. If a drug screening test is positive, a confirmatory test shall be conducted utilizing the samples collected in the manner prescribed above. In the event a second test confirms the results of the first test, the Employer may proceed with the sanctions as set forth in this Article.

G. If after the testing required above has produced a positive result the employee shall be permitted to participate in any rehabilitation or detoxification program covered by the Township's insurance, or their choice. Any discipline allowed by the positive findings provided for above shall be deferred pending successful rehabilitation of the employee within a reasonable period. An employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of

rehabilitation or detoxification program. Prior to being placed on leave without pay, the employee may use any accrued vacation leave. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retest demonstrating that the employee is no longer abusing a controlled substance, the employee shall be returned to their former position. Such employee may be subject to periodic retesting upon their return to their position for a period of eighteen (18) months from the date of their return to work. Any employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority benefits, should it be necessary for the employee to be placed on medical leave of absence without pay, for a period not to exceed ninety (90) days.

H. If the employee refused to undergo rehabilitation or detoxification or if they test positive during a retesting after their return to work from such a program, the employee shall be subject to disciplinary action, including removal from their position and termination of their employment.

I. Costs of all drug screening tests and confirmatory tests shall be borne by the Employer except that any test initiated at the request of the employee shall be at the employee's expense. The employee may request a third sample be taken at the time the initial sample is taken. This sample shall be tested in accordance with the Section C of this Article.

J. The provisions of this Article shall not require the Employer to offer a rehabilitation/detoxification program to any employee more than once.

K. Members of this bargaining unit are subject to random testing. These tests will be conducted on an unannounced basis. An independent, non-Township testing organization will utilize objective computer software to ensure random selection from the employee testing pool. Once notified of selection, the employee is to immediately report to the testing center for their drug test. Failure to comply with the request for a specimen for a random test will be considered a refusal to submit to testing and may result in termination of the employee.

ARTICLE 23
COURT APPEARANCES AND JURY DUTY

A. If an Employee is subpoenaed as a witness to appear in a court of law on his or her scheduled day off to testify about facts which occurred in the line of duty he or she will be paid a minimum of four (4) straight time hours.

ARTICLE 24
DURATION

A. Except as otherwise provided herein, this Agreement shall be effective from January 1, 2026 through and including December 31, 2028. Either party may file written notice of intent to modify or amend this Agreement no earlier than one hundred and twenty (120) calendar days and no later than sixty (60) calendar days prior to the expiration date of this

agreement. Such notice shall be hand-delivered, sent electronically, or sent by certified mail (return receipt requested).

IN WITNESS WHEREOF, the parties have hereunto their set hands on the dates indicated below.

_____	_____
Jeff Weckbach, Colerain Township	Kyle Benton, Staff Representative
Administrator	AFSCME Ohio Council 8
Date Signed: _____	Date Signed: _____
_____	_____
Chief Allen Walls, Colerain Township	Jason Davis, BU Member
Fire Chief	Date Signed: _____
Date Signed: _____	
	_____
	BU Member
	Date Signed: _____

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion to Establish a Merit Pool of $122,387.64 for Non-Represented Township Employees

Recommend ADOPTION of the Motion.

Rationale:

Historically, the Board of Trustees has adopted a merit pool to provide compensation increases for non-collective bargaining staff at year-end based on their overall performance. The merit pool has ranged in size over the past several years and was 2.75% last year.

The 2026 budget includes a merit pool to be awarded to all non-contract employees, based on their performance over the past year. The merit pool will cost $122,387.64 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 2025 until the one-year anniversary of their hire, pay adjustment, or promotion.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of $463,747

Recommend ADOPTION of the Motion.

Rationale:

This 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 12/15/2025 and would expire on 12/14/2026.

Colerain Township, Hamilton

Proposal

PRESENTED BY HYLANT

Mark Renske
Vice President, Client Executive

Kate Meeker
Client Service Manager

50 E-Business Way, Ste 420 | Cincinnati, OH 45241
P (513) 985-2400 F (513) 985-2404

hylant.com

HYLANT

PREMIUM SUMMARY

POLICY	2023/24 EXPIRING PREMIUM	2024/25 PROPOSED PREMIUM
Plan Package	$329,406	$391,225
Membership Fee	$6,470	$7,525
Advantage Credit	($8,123)	($10,403)
Hylant Agency Fee	$30,000	$30,000
TOTAL	**$357,753**	**$418,347**

PREMIUM REFLECTS THE FOLLOWING CHANGES:

- Expenditures increased $617,177
- Property increased $1,970,271
- Inland Marine increased $295,927
- Computer Coverage increased $15,665
- Auto Liability increased by 3 vehicles
- Auto Physical Damage for units valued at Actual Case Value increased by $387,236
- Auto Physical Damage for units valued at Replacement Cost increased by $1,253,134

INCREASED DEDUCTIBLE OPTIONS:

- Law Enforcement Liability, Public Officials Liability, Employment Practice Liability Deductible - **$25,000**:
  - Annual Premium (Including Membership Fee / Advantage Credit): **$349,419**
- Law Enforcement Liability, Public Officials Liability, Employment Practice Liability Deductible - **$10,000**
  - Annual Premium (Including Membership Fee / Advantage Credit): **$368,500**

Hylant Disclaimer / Confidentiality Statement: The information and concepts provided throughout this document are not intended to express any legal opinion as to the nature of coverage. They are intended to provide a basic understanding of coverages but do not alter any policy conditions. Always refer to your policy(s) for specific coverages, limitations, and restrictions. Any information and concepts outlined are solely for your internal evaluation. Hylant considers this information Confidential and Proprietary and no other use or distribution of these documents is permitted or authorized. All Hylant documents are subject to our record retention policy. Please refer to our website at www.hylant.com for a complete listing of all document types and retention periods for any documents stored within the Hylant organization. Regardless of your choice for premium payment terms, Hylant will not be responsible for the cancellation (and consequences thereof) of your insurance policy(s) due to late payment or non-payment of premium.

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability Strategic Goal #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

Motion to Adopt the 2026 Strategic Plan and Budget Book

Recommend ADOPTION of the Motion.

Rationale:

Aligning our strategic priorities with the available resources is a critical component to moving Colerain Township forward. 2026 represents the third 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 2026.

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/OnHbk4XyIa

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

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

Resolution Adopting Temporary Appropriations for Fiscal Year 2026

Recommend ADOPTION of the Resolution.

Rationale:

This Resolution will establish temporary appropriations for 2026, 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 2025 Fiscal Year, determine if there will be a supplemental capital appropriation, and then adopt permanent appropriations in March 2026.

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

Mrs. Cathy Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 25

RESOLUTION AUTHORIZING THE ADOPTION OF TEMPORARY APPROPRIATIONS FOR THE YEAR 2026

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 "Temporary Appropriations" for the year ending December 31, 2025 to the Hamilton County Budget Commission, as follows:

Fund	Fund Name	Temporary Appropriations
1000	General	6,061,335
2011	Motor Vehicle License Tax	279,630
2021	Gasoline Tax	1,102,028
2031	Road and Bridge	1,788,632
2081	Police District	13,613,602
2111	Fire District	17,086,815
2181	Zoning	493,382
2231	Permissive Motor Vehicle License Tax	706,128
2261	Law Enforcement Trust	172,500
2271	Enforcement and Education	2,000
2281	Ambulance And Emergency Medical Services	1,805,441
2401	Special Assessment - Lighting Districts	151,213
2402	CDBG Sidewalk Maintenance Fund	30,000
2901	TIF - Kroger	350,100
2902	Recycling Incentive	117,178
2903	TIF - Colerain Towne Center	212,000
2904	TIF - Duke	205,000
2905	TIF - Northridge	157,000
2906	Sidewalk Waiver	-
2907	TIF - Stone Creek	400,000
2908	CDBG Com Dev Block Grant	100,000
2909	One Ohio Opioid Settlement	60,000
2910	TIF - Best Buy	49,002
2911	Parks & Services	1,320,529
2912	Community Center	291,782
2913	TIF - Abbeytown	202,660

2914	TIF - Hunters Ridge	44,900
2915	TIF - Lake Gloria	323,150
2916	TIF - Crosely Meadows	186,800
2917	TIF - Copper Creek	42,800
3101	General (bond) (note) Retirement	733,175
3102	General (bond) (note) Retirement Parks	-
3103	General (bond) (note) Retirement PW Bldg	-
3105	Bond Principal Payments (streetscape)	-
3301	Special Assessment Fire Bonds	-
4101	Fire Bonds	-
4401	NSP	-
6001	Self Insurance Fund	2,541,016

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 _____, Mr. Wahlert _____,

ADOPTED this _____ day of December, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Daniel 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 December, 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

ADMINISTRATION

Department:	Administration
Department Director:	Tiphanie Mays, Assistant 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 Adopting Organizational Chart, Roster, and Job Descriptions

Recommend ADOPTION of the Resolution.

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 2026 Strategic Plan and Budget.

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

Cathy Ulrich, Dan Unger, Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ **- 25**

RESOLUTION AMENDING ROSTER AND JOB DESCRIPTIONS

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees and residents; and;

WHEREAS, Colerain Township Roster and Job Descriptions requires an updated and amended version to be formally adopted by the Board of Trustees; and;

WHEREAS, Colerain Township has determined that it is in the best interest of the operation to update and review all job descriptions within the organization to make improvements, corrections and updates as it pertains to the duties and assignments of the employees; and;

WHEREAS, attached to this resolution is a copy of all job descriptions for positions in Colerain Township and each job description should mirror a position on the Roster; and;

WHEREAS, any subsequent changes to the organizational roster or job descriptions shall be brought to the Board of Trustees for formal approval, prior to implementation.

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

1. The Township Roster and Job Descriptions be formally adopted by the Board of Trustees; and

2. 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 an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

3. 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.

4. That this Resolution shall be effective at the earliest date 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: Ms. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this ____ day of December, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeffrey Baker,
Colerain Township 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 December, 2025.

_____
Jeffrey Baker
Colerain Township Fiscal Officer

COLERAIN
TOWNSHIP ~ OHIO

Organization Chart

Updated 12.09.25



Cathy Ulrich
Township Trustee



Daniel Unger
Township Trustee



Matt Walhert
Township Trustee

Jeff Baker
Fiscal Officer



+ *Administration*
○ *Public Services*
◆ *Police Department*
■ *Fire Department*

Jeff Weckbach
Township Administrator

Tiphanie Mays
Assistant Administrator

Jeff McElravy
Assistant Administrator

+ I.T. Director

Allen Walls
Fire Chief

- ■ Executive Assistant
- ■ Special Projects Manager
- ■ Divison Chief (2) **PT**

Tawanna Molter
Assistant Public Services Director

- + Office Manager
- + Human Resources Manager
- + Receptionist (2) **PT**

+ Communication Specialist

Cynthia Miller
Finance Manager

- + Accounting Specialist (2)
- + Admin Clerk

David Miller
Development Director

- + Senior Planner
- + Planner (2)

Ed Cordie
Chief of Police

- ◆ Public Safety Admin Assistant

■ **Assistant Fire Chief**

- ■ Captain - EMS Operations
  - ■ Medical Director
  - ■ EMS Coordinator
  - ■ Community Paramedic
- ■ Captain - Community Risk Reduction
  - ■ Fire Inspector
  - ■ Fire Inspector **PT**
  - ■ Reservist - Public Educator **PT**
- ■ Captain - Training & Education
- ■ Vehicle Fleet Manager
  - ■ Fleet Mechanic I Tech
  - ■ Fleet Mechanic II Tech
  - ■ Mechanic Tech **PT**
  - ■ CO-OP Mechanic
- ■ Fire Hydrant Inspector (3) **SEASONAL**

■ **Assistant Fire Chief**

- ■ Battalion Chief: Shift 1
  - ■ Captain (2)
  - ■ Lieutenant (4)
  - ■ EMT / Paramedic Firefighter (20)
  - ■ EMT / Paramedic Firefighter (7) **PT**
- ■ Battalion Chief: Shift 2
  - ■ Captain (2)
  - ■ Lieutenant (4)
  - ■ EMT / Paramedic Firefighter (20)
  - ■ EMT / Paramedic Firefighter (7) **PT**
- ■ Battalion Chief: Shift 3
  - ■ Captain (2)
  - ■ Lieutenant (4)
  - ■ EMT / Paramedic Firefighter (20)
  - ■ EMT / Paramedic Firefighter (7) **PT**
- ■ EMT - Paramedic Firefighter (15) **PRN**

○ Facility Manager
- ○ Facility Maintenance PT

○ Superintendent
- ○ Roads Foreman
  - ○ Maintenance (8)
  - ○ Litter Pickup (3)
- ○ Parks Foreman
  - ○ Maintenance (5)
  - ○ Seasonal Parks (7)
  - ○ Event Setup (2) **PT**
  - ○ Bus Driver **PT**

○ Special Event Coordinator
- ○ Public Services Aide **PT**

◆ **Support Services Lieutenant**

- ◆ NWLSD Sergeant
  - ◆ OIC
  - ◆ SRO (7)
  - ◆ School Safety Officer (8)
- ◆ Environmental Crimes Sergeant
  - ◆ Environmental Crimes Investigator (2)
  - ◆ Code Enforcement Specialist (2)
  - ◆ Code Enforcement Specialist **PT**
  - ◆ Police Recruit (2)
- ◆ Civilian Supervisor
  - ◆ Accreditation Manager
  - ◆ Clerk (8)
  - ◆ Clerk (2) **PT**
- ◆ Admin Sergeant
  - ◆ OIC

◆ **Patrol Lieutenant**

- ◆ Patrol Sergeant
  - ◆ OIC
  - ◆ Police Officer (7)
- ◆ Patrol Sergeant
  - ◆ OIC
  - ◆ Police Officer (7)
- ◆ Patrol Sergeant
  - ◆ OIC
  - ◆ Police Officer (6)
- ◆ Patrol Sergeant
  - ◆ OIC
  - ◆ Police Officer (6)
- ◆ Impact Team Sergeant
  - ◆ OIC
  - ◆ Police Officer (4)
- ◆ Traffic Safety Officer (2)

◆ **Investigative Services Lieutenant**

- ◆ Investigative Sergeant
  - ◆ OIC
  - ◆ Detective (6)

2026 Updated Job Descriptions (Approved 12/9/2025)

100 - Township Administrator* (1)
101 - Assistant Township Administrator – Fin/Dev* (1)
102 - Assistant Township Administrator – Ops/Eng* (1)
103 - IT Director* (1)
104-1 - Finance Manager* (1)
105 - Accounting Specialist
106-1 - Human Resources Manager (1)
107 - Office Manager (1)

108 - Fire Chief* (1)
109 - Assistant Fire Chief - Operations* (1)
110 - Assistant Fire Chief - Administration* (1)
111 - Executive Assistant - Fire (1)
112 - Division Chief (PT) (2)
113 - Reservist (PT) (1)
114 - Fire Safety Inspector (PT) (1)
115 - Reservist - Public Educator (PT) (2)
116 - Fire Hydrant Maintenance Worker (PT) (1)
117 - Vehicle Fleet Manager* (1)
118 - Fleet Mechanic Technician (PT) (1)
119 - Co-Op Fleet Mechanic Technician (1)
120 - EMS Coordinator (1)
121 - Medical Director (contractual)
122 - Battalion Chief (3)
123 - Captain - Emergency Medical Services (1)
124 - Captain - Community Risk Reduction (1)
125 - Captain - Fire Training & Education (1)
126 - Captain (6)
127 - Lieutenant (12)
128 - Fire Safety Inspector (1)
129 - Firefighter Paramedic (60)
130 - Firefighter EMT (PT) (64)^
130 - Paramedic (PT) (64)^
131 - Community Paramedic (1)
132 - Fleet Mechanic I (1)
133 - Fleet Mechanic II (1)

136 - Chief of Police* (1)
137 - Lieutenant* (3)
138 - Sergeant (9)
139 - Police Officer (55)
140 - Police Cadet (PT) (1)
141 - Administrative Assistant - Police (1)
142 - Civilian Supervisor* (1)
143 - Police Clerk.doc (8)
144 - Police Clerk (PT) (8)
145 - School Safety Officer (PT) (8)
146 - Code Enforcement Specialist (2)
147 - Code Enforcement Specialist (PT) (1)
148 - Environmental Crimes Specialist (PT) (1)
150 - Police Recruit (1)

156 - Assistant Director of Public Services* (1)
157 - Event Coordinator (1)
158 - Facility Manager (1)
159 - Supervisor Foreman (2)
160 - Maintenance Worker (13)
161 - Bus Driver (PT) (1)
162-1 - Public Services Aide (PT) (1)
163 - Seasonal Maintenance Worker (PT) (7)
167 - Facility Maintenance Worker (PT) (1)
168 - Litter Laborer (PT) (3)
169 - Superintendent of Public Services* (1)
999 - Other - PS - Laborer (Varies)

170 - Communications Specialist (1)
171-1 - Administrative Clerk (1)
172-1 - Receptionist (PT) (2)

180 - Director of Development* (1)
181 - Senior Planner/Development Officer (1)
182 - Planner/Development Officer (2)

* Indicates Exempt Positions
^ Combination of both 130 Job Class is 64 Total

POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	**Salary Range:** $145,000-$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #100

PURPOSE:

The Township Administrator is the Chief Administrative Officer of Colerain Township, and is responsible for the day to day execution of the operations of the Township, including all policies of the Township as established by the Board of Trustees. The Township Administrator is responsible for creating an organizational culture that is emblematic of the Township's core values of hard work, pride, connectedness, customer service, integrity and innovation.

SCOPE:

The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the Township. This person will foster and promote a culture of accountability and continuous improvement with all departments and personnel, and continuously strive for excellence in serving residents. Duties of the positions are performed under the general direction of the Board of Trustees.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Thought leader and visionary; consistently adds real value by providing innovative ideas, leading improvement initiatives, and fostering best in class service and efficiency for the residents of Colerain Township.
- Networks with others inside and outside the Township to identify new trends and best practices.
- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Questions established practices or procedures in the interest of improving them.
- Strong leadership presence; influential and confident without appearing excessively authoritarian or arrogant.
- Thorough knowledge of contemporary public administration concepts.
- Superior oral and written communication skills, as well as public relation skills.
- Sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize and manage multiple complex projects.
- Demonstrate strong initiative, sense of urgency, and exhibit a high energy level in order to quickly generate results; proactive without being rash or impulsive.
- Highly imaginative, but comfortable managing ambiguity and dealing with "gray areas."
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials, especially those with widely diverse management styles and personalities.
- Ability to analyze and interpret complex information and convey solutions in Executive Format for both elected and appointed officials.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Ability to focus Township personnel on customer service and engrain customer service

POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	**Salary Range:** $145,000-$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #100

principles and best practices in all facets of Township Government.

- Guides the economic development efforts of the Township.
- Serves as a liaison to businesses in the community.
- Recruits and retains businesses into the community.
- Develops a collaborative vision for the community, manifested in the strategic plan.
- Negotiates collective bargaining agreements.
- May serve as the primary spokesperson in the event of an emergency/disaster.
- Assists with responses to public records requests.
- Creates connections with internal staff and eternal groups, organizations and residents.
- Fosters an environment of innovation, encouraging staff and residents to embrace next practices.
- Demonstrates superior customer service to staff, community stakeholders, public officials and vendors.
- Establishes an ethos of hard work, ensuring that necessary tasks and operations are delivered efficiently, effectively, economically and equitably.
- Demonstrates pride toward the community.
- Leads with integrity.

CRITICAL SKILLS / EXPERTISE:

- Ability to act as administrative head and supervisor of department heads.
- Ability to implement policy as dictated by the Colerain Township Board of Trustees
- Ability to recommend action steps and/or best practices in the implementation of stated Board Policy.
- Able to serve as chief appointed advisor to the Board of Trustees on internal matters (i.e. budgets, human resources, etc.).
- Ability to supervise and direct activities of the divisions of the Township that are under the control and jurisdiction of the Board of Trustees.
- Ability to work with Health Care Committee to recommend Township insurance plans.
- Ability to represent the Township's interests and views as warranted.
- Ability to represent and defend decisions of the Board of Trustees as warranted.
- Skill in formulating operating budgets for all departments and services, and ensuring adherence to those budgets.
- Ability to supervise the annual appraisal process for non-union personnel; ensure the merit pool as determined by the Board of Trustees is properly allocated and not exceeded.
- Ability to work with Township staff to direct the communication of messages and public relations of Colerain Township. Ensure a consistent and positive message through Colerain Township's web site, social media tools, special events, newsletter, media contacts, public improvements, and branding of Colerain Township to residents, businesses and visitors.
- Certification and knowledge in the National Incident Management System (NIMS).

POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	**Salary Range:** $145,000-$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #100

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduate of an accredited four-year college or university with a preference for a master's degree in public administration, business administration, or a closely related field.
- Ability to obtain membership in the International City / County Managers Association, an ICMA Credentialed Manager preferred.
- At least 5-10 years of management experience in either a local government or business environment.
- Highly proficient with computers and management information systems, especially Microsoft Office applications.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENTS:

- A mature and pragmatic individual with strong people skills, high integrity, energy and enthusiasm who consistently exercises good professional judgement. Constantly and consistently a top performer. Pushes self and the entire organization for results. An initiator both in thinking and in relationships. An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change. This person must be ethically driven and self-motivated.
- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

PURPOSE:

The responsibilities of the Assistant Township Administrator of Finance and Development consist of highly specialized administrative and managerial oversight of finance operations, development operations (such as the attraction, retention, and expansion of business and housing), and other duties as required by the Township Administrator.

SCOPE:

Duties of the position are performed under the general direction of the Township Administrator. In the absence of the Township Administrator, the Assistant Township Administrator may assume the Administrator's duties. Under direction of the Township Administrator, this position will manage the Township's financial activities, including payroll, accounts receivable, accounts payable, budget/forecast, risk/insurance, benefits administration and information technology. This position also requires a thorough knowledge of development incentives, and the ability to work independently to drive business and housing growth that meets the policy goals of the Board of Trustees.

ESSENTIAL ROLES & RESPONSIBLILITIES:

- May include, but not limited to the following:
- Assists the Administrator with economic development efforts of the Township.
- Receives and responds to general residents' concerns.
- Formulates operating budgets for various general services, economic development, recycling incentive and special grant funds and, subsequently, participates in the budget review process.
- Attends and participates in various organizations that promote development in the Colerain Township area.
- May act as representative on behalf of the Township Administrator at meetings or conferences.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Assists in the development of the Township's strategic plan.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Direct and oversee all the financial activities of the Township including preparation of current financial reports as well as summaries and forecast for future Township growth or decline and general economic outlook.
- Obtain and analyze financial information in order to forecast business, industry, economic and governmental trends as a basis for making investment decisions.
- Performs quantitative analysis required for the strategic planning for the Township operations and the Township's investments.
- Coordinate and review with Fiscal Officer all accounting functions and financial statements in a timely fashion.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Directs the preparation of all financial reports.
- Oversees the Finance Department, assists the Administrator and the Board of Trustees in budget preparation, and audit functions.
- Confers with Administrator to coordinate and prioritize financial planning to include pinpointing opportunities and areas that need reorganizing, and staffing level evaluations.
- Prepares long-term and short term strategic financial planning.
- Studies and recognizes long-range trends and projects the Township's financial needs for operations and capital improvements against projected revenues.
- Maintains close relations with bankers, brokers, and other professionals within the financial and business communities to maximize the quality and available investment opportunities.
- Ensures the integrity of the financial functions of the Township.
- Reconciles daily/monthly cash flow statements and reconciles monthly bank statements.
- Assist Fiscal Officer in managing all facets of the township accounting and financial management system consistent with township policy, generally accepted governmental accounting and financial reporting principles and procedures in the Ohio Revised Code.
- Serve as the primary Liaison to the Colerain Township Fiscal Officer to make certain the duties of the office are carried out in a timely and efficient manner, including oversight of the accounts payable function and ensuring all Township obligations are paid in a timely manner.
- Participate as a member of the Colerain Township Health Care Review Committee that partner to direct and plan the selection of Health Care providers to maintain health care to employees in the most cost-effective manner.
- Supervise staff of the Colerain Township Finance Division.
- Review, analyze and recommend improvements for the accounting and payroll software to improve accuracy, efficiency, internal control, and timeliness and customer relations.
- Review, analyze and assist in the implementation and control of purchasing and inventory systems.
- Oversee and assist in the preparation of an Annual Comprehensive Financial Report according to General Accepted Accounting Principles.
- Preparation of the annual township tax budget, temporary and permanent appropriation resolutions, and capital improvement plans; plan and coordinate appropriation adjustments as needed.
- Oversee and assist in the forecasting of revenues and expenditures on a quarterly or project basis.
- Ensure departmental budgets are followed and assist in training department personnel in financial systems and principals.
- Consult with the Township Trustees and Township Administrator for recommendations for re-appropriation of needed funds.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Monitor the lighting district budgets and certified assessments with Hamilton County to ensure proper payment of lighting obligations.
- Provide for the disbursement of all funds from the township treasury.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer.
- Maintain accounting for fixed assets, including the sale of obsolete assets through online auctions.
- Develop both short and long-term policy recommendations to meet financial and service obligations of the Township in light of funding from State and Federal Government sources.
- Assist the Township Administrator/Economic Development Director with Tax Increment Financing Bonds and Project accounts for compliance with the ORC.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Assist the Township Administrator/Economic Development Director in the coordination of land values with the Hamilton County Auditor's Office to make certain historical TIF values and tax increments are collected and dispersed correctly.
- Perform in depth cash flow analysis based upon the Hamilton County Auditor's estimated tax revenue in terms of expenditures for operating budgets, reserves and capital improvements budgets.
- Assist in the preparation and processing monetary match for Colerain Township grant applications.
- Assist the Township Administrator and Law Director in all monetary matters for collective bargaining agreements, specifically, to model the long-range financial implications of all proposals and counter-proposals.
- Special projects as assigned.
  Maintains compliance with all Township issued debt.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, purchasing, and goal setting.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- Ability to establish and maintain cordial and effective working relationships with other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of economic development, human resources, and general public management.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Certification and knowledge in the National Incident Management System (NIMS).

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or another related field with three years of experience in local government administration. Master's degree in public administration, business administration or another related field preferred.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

PURPOSE:

The responsibilities of the Assistant Township Administrator of Operations and Engagement consist of highly specialized administrative and managerial oversight of solid waste management, human resources, coordination of technology improvements, safety compliance, grant administration, and other duties as required by the Township Administrator.

SCOPE:

Duties of the position are performed under the general direction of the Township Administrator. In the absence of the Township Administrator, the Assistant Township Administrator may assume the Administrator's requisite duties. This position requires a thorough knowledge of technology issues, safety regulations, human resources, and public management concepts.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Receives and responds to general residents' complaints.
- Serves as secondary negotiator for Collective Bargaining.
- Oversees grievances for Administration and assigned departments before the level of Township Administrator / Trustee.
- Responsible for the formation, setup, and distribution of the Township's e-newsletter.
- Periodically reviews and revises personnel policies and procedures and aids the township administrator in pre-disciplinary hearing investigations.
- Assists with compliance with storm water EPA Phase II guidelines and the hazard mitigation projects in the community.
- May act as representative on behalf of the Township Administrator at meetings or conferences.
- Works with the Fiscal Officer to ensure that records requests are filled in a timely manner.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- Responds to citizen inquiries on various Township contracts, including solid waste, electric aggregation, and gas aggregation.
- Oversees the high-level implementation of human resources department, including the implementation of various human resources initiatives.
- Coordinates indigent burials/cremations for the Township.
- Provides high level support and guidance to department heads on various personnel policies and issues.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Assists in the development of the Township's strategic plan.

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

- Responsible for evaluating and developing various data dashboards and analytics for internal and external use.
- Oversees the implementation of various IT projects, including the Township website.
- Responsible for the successful implementation of several large-scale community events and projects throughout the year.
- Oversees capital projects on behalf of Colerain Township including, but not limited to, sidewalk construction.
- Responsible for the development of the Township's capital improvement budget.
- Works collaboratively with the Township administrator to develop engagement initiatives and to drive citizen participation.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and the public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry.
- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields.
- Ability to conduct themself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- Ability to establish and maintain cordial and effective working relationships with other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of economic development, human resources, and general public management.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.
- Certification and knowledge in the National Incident Management System (NIMS).

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or another related field with three years of experience in local government administration. Master's degree in public administration, business administration or another related field preferred.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	**Salary Range:** $80,000-$105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #103

PURPOSE:

To lead, implement, maintain, and protect the information technology infrastructure of Colerain Township.

SCOPE:

This position requires a thorough working knowledge of an HP switched network, Microsoft Server networking, various computer software applications, PC, server and peripheral hardware, program development, and project management. It also requires 'soft' skills as much of this position also involves face-to-face and remote end-user training, support, and troubleshooting. This position requires continuing education on advances in technology and security.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversees computer network and computer vendors, communicating to them any system problems for adjustment and/or correction.
- Researches, evaluates, recommends, and bids, when appropriate, new hardware and software purchases for each department.
- Coordinates shared software applications between all departments.
- Responsible for installation and integration of all software in township networking environment.
- Maintains working knowledge of the operations and processing of all software applications.
- Recommends purchase of new equipment and upgrades that enhance township productivity and efficiency.
- Maintains working knowledge of all computer hardware devices and their operations.
- Manages and controls proper licensing of all applications.
- Coordinates and serves as primary contact for all computer support agreements and software developers.
- Creates, controls and maintains an inventory for all hardware, software, licenses, and updates.
- Oversees fiber optic network to make certain it is functioning properly and utilized efficiently.
- Serves as primary contact for end-user helpdesk support issues.
- Maintains backup schedule, IT Disaster Plan, and performs backup of each server on the network.
- Responsible for safe storage and rotation of backup tapes.
- Performs prompt restoration of any files upon qualified requests.
- Ability to analyze, identify and diagnose system problems or errors on many levels including software, hardware, networking and communication.
- Assists in the development of computer policy(s) regarding the use of the township's computer network and telecommunications equipment. Expected to identify and report policy violations to senior leadership.
- Aids Finance Director and department heads in preparing budgets for IT expenses.
- Helps direct and maintain the Township website and internet functions and communications.

POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	**Salary Range:** $80,000-$105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #103

- May act as trainer or assist in the training of township employees on hardware or software issues.
- May represent the township at meetings, seminars, or conferences.
- May assist in the preparation and processing of technological grant applications.
- May participate in the maintenance of township website.

CRITICAL SKILLS / EXPERTISE:

- Knowledgeable in the principals and practices of GB Ethernet/Fiber networking.
- Technical and practical knowledge of many software applications, which include, but are not limited to: Microsoft Windows server and Windows 10/11, O365 Office Suites, Microsoft Exchange Server/O365 Exchange and Azure and how to configure through the O365 Administration Portal.
- Ability to troubleshoot various computer issues effectively and promptly.
- Ability to perform repairs and/or adjust components of the computer network with precision and care.
- Possess analytical skills to observe township functions and recommend IT solutions to promote efficiency in the organization.
- Ability to organize, resolve, and process several issues simultaneously.
- Ability to internalize, translate, and disseminate technology terms and protocols to end-user personnel.
- Ability to lead and manage projects from infancy through completion.
- Knowledge of FortiGate Firewalls, including configuring access lists, Nat rules and site-to-site tunnels.
- Knowledge of Microsoft Server Administration, from setting up new servers as well as maintaining existing Active directory network including multiple domain controllers and implementing group policies for different departments.
- Knowledge of hosted VOIP and Basic VOIP Administration.
- Knowledge of Networking including working with Layer 2 and Layer 3 switches and understanding how to troubleshoot issues regarding spanning tree loops and broadcast storms, as well as cabling standards and what type of connections are needed based on the switch interfaces i.e., LC fiber, SC Fiber etc.
- Must have experience with running and terminating different types of cabling including CAT6, Coax and fiber.
- Must possess ability to handle updating and creating web pages for the external website.
- Need to be able to support user's handheld phones across various models/manufacturers for setting up email access.
- Needs to possess audiovisual skills to set up and install projectors and multimedia environments within the different departments.
- Need to have a good understanding of Server UPS and power requirements because when installing new equipment, breakers may need to be upgraded as well as the type of outlet from a 15amp to a 20amp or even a 30-amp twist lock.
- Experience installing and configuring enterprise level wireless access points including various encryption methods.

POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	**Salary Range:** $80,000-$105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #103

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Graduation from an accredited college or university with a baccalaureate degree in information systems, computer science or another related field, preferred.
- Four (4) years of technical experience in a Microsoft Networking /Exchange environment as well as FortiNet, HP/ARUBA hardware networking.
- Six (6) years of equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be effective in this position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be available around-the-clock to correct any system failure or other detrimental network/computer related problems. A hybrid schedule of onsite and remote work is acceptable.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Finance Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $75,000-$95,000
SUPERVISES Account Specialists and Administrative Clerk	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #104-1

PURPOSE:

The Finance Manager is responsible for the daily operations of the Township finance office and its employees. The Finance Manager must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the office are achieved.

SCOPE:

Under the direction of the Assistant Administrator of Finance and Development, the Finance Manager will manage the Township's financial activities including payroll, accounts receivable, accounts payable, budget monitoring, procurement, treasury management, and debt management.

ESSENTIAL ROLES & RESPONSIBLILITIES:

This role includes, but is not limited to the following:

- Assist the Fiscal Officer in managing all facets of the township accounting and financial management system consistent with township policy, the Ohio Revised Code, and guidance issued by the Auditor of State.
- Manage the workload and responsibilities of the staff of the office.
- Managing payroll and payroll-related reporting, including withholdings such as pensions, taxes, and health care.
- Managing the accounts receivable and accounts payable processes.
- Reconciling accounting records to the bank activity each month.
- Monitor budget to actual revenues and expenses monthly.
- Provide guidance and oversight for procurement, including the management of purchase orders, super blanket certificates, and the purchasing card program.
- In collaboration with the Township's advisor, invest idle cash in eligible financial products that preserves capital while generating a return.
- Managing cash flow.
- Manage the Township's debt portfolio, including making debt service payments, providing annual disclosure on the Township and its existing debt, and reporting and paying on any arbitrage earned.
- Lead the year-end closing process and collaborate in the preparation of annual financial statements.
- Serve as a vigilant watchdog for potential fraud and maintain and improve internal controls.
- Assist in the preparation of the annual township tax budget, temporary and permanent appropriation resolutions, and capital improvement plans; plan and coordinate appropriation adjustments as needed.
- Monitor lighting district assessments and utility payments.

CRITICAL SKILLS / EXPERTISE:

- Ability to coach, motivate, and lead small teams to achieve objectives and meet deadlines.
- Strong written and oral communication skills, including the ability to communicate the results from technical analysis in a manner that is easily digestible by the general public.
- Ability to model, analyze, interpret, and present financial information.
- Ability to manage multiple projects simultaneously.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.

POSITION TITLE Finance Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $75,000-$95,000
SUPERVISES Account Specialists and Administrative Clerk	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #104-1

- Ability to plan, organize and direct the work of subordinate employees.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off-duty.
- Ability to maintain confidentiality and carefully manage sensitive information.
- Ability to maintain the confidence and trust of peers, superiors, and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a bachelor's degree in business or public administration, accounting, finance, or a related field.
- A minimum of five to seven years of experience in finance, public sector experience is preferred.

PHYSICAL & MENTAL REQUIREMENT:

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to kneel, bend at the waist, and work in a sitting/standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Approved October 22, 2024

POSITION TITLE Accounting Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #105

PURPOSE:

The Accounting Specialist will plan, organize, process and manage the accounts receivable function, lead or assist with the monthly bank reconciliation, manage the assessments and payments for the Township's lighting districts, and plan and implement initiatives to achieve the Township's strategic goals.

SCOPE:

The Accounting Specialist will play an integral role in the success of the Finance Department and will plan, organize, coordinate, and direct activities related to the accounting functions of the Township.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage the accounts receivable or accounts payable function, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.
- Lead or assist with the monthly bank reconciliation.
- Manage the assessments and payments for the Township's lighting districts.
- Plan and implement initiatives to achieve the Township's strategic goals.
- Prepares periodic financial or operational reports.
- Identify opportunities to improve organizational performance.
- Identify opportunities to secure outside funding, grant writing, monitoring, and compliance.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Highly proficient with Microsoft Office applications, especially Excel. Proficient with financial management systems on a fund accounting platform is preferred.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Ability to structure, prioritize, and manage multiple projects.
- Strong communication skills, both written and oral.
- Commitment to customer service.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level to quickly generate results.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

POSITION TITLE Accounting Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #105

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required. Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Human Resources Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $70,000-$87,000
SUPERVISES N/A	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #106-1

PURPOSE:

Under the direction of the Assistant Administrator, the Human Resources Manager will plan, organize, process and manage multiple areas of the township human resources operations. The Human Resource Manager plays a critical role in establishing and maintaining a positive culture throughout the organization. This position will be responsible for strategic planning for the Human Resources Department and aligning it with Township objectives as well as providing oversight of compensation and benefits, hiring and recruiting, training, workplace safety and compliance, and crafting personnel policies and procedures.

SCOPE:

The Human Resource Manager will perform a variety of administrative tasks including developing long-term strategies for recruiting and retention, managing various components of the personnel system of the organization, including job analysis, compensation analysis, applicant screening, examination, selection process, benefits, and training. This position requires a thorough knowledge of employee benefit programs, human resource practices and an extensive background in computerized financial systems and will work closely with the Department Directors.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administers the township employee open enrollment and benefit programs, including retirement plan, health insurance, cobra administration and vacation, sick and other leaves.
- Assists independent auditors in the audit of township records.
- Manages open enrollment processes, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Reconciles monthly benefit bills and maintains employee benefit tracking spreadsheet.
- Maintains employee master files and manages vendor relations related HR software.
- Assists Department Directors with the development of, job posts, and advertises position vacancies as assigned; assists in the coordination of recruitment, interviewing and selection processes. Keeps records of applicants not selected for employment. Corresponds with job applicants to notify them of employment consideration.
- Conducts onboarding for all new employees and promoted full-time staff to foster positive attitude toward organizational goals.
- Ensures compliance with all new hires and termination processes, inputs new hires and processes staff changes in conjunction with the financial management team.
- Responsible for Workers' Compensation Program including claims administration and reporting.
- Manages retirement reporting on wages and employee status changes with Pension Boards.
- Assists with the development and management of township policy and procedures, ensuring that compliance is maintained by tracking staff evaluations, annual motor vehicle reports, and random DOT testing.
- Assists in conducting wage surveys within the labor market to determine competitive wage rates.
- Evaluates the township job descriptions; standardizing them township wide.

POSITION TITLE Human Resources Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $70,000-$87,000
SUPERVISES N/A	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #106-1

- Assist with the development and administration of township-wide wellness programs or initiatives.
- Supervise administrative functions to help build workforce strategies and advise management on law and policy issues.
- Prepares responses to public records request for HR items.
- Administrator for the Township's Human Resources Information System.
- Develops and implements programs for employee training, performance management and career development.
- Partners with the members of the leadership team to align HR strategies with the township's overall organizational goals.
- Creates and maintains a positive and productive work environment, working on initiatives that boost employee engagement and retention.
- Serve as a liaison between employees and management, addressing grievances and resolving conflicts.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government human resource management.
- Ability to develop and maintain working relationships with associates, superiors and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of human resources and benefit procedural best practices, and standard office systems and software.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduate of accredited four-year college or university with a degree in human resource management, business or public administration, or a closely related field. A master's degree is desirable, but not required.
- At least 3-5 years of experience in benefit administration with deep understanding of governmental systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills.

POSITION TITLE Human Resources Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $70,000-$87,000
SUPERVISES N/A	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #106-1

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated December 9, 2025

POSITION TITLE Office Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $40,500-$61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #107

PURPOSE:

The Office Manager is responsible for carrying out secretarial and clerical processes necessary to the efficient and effective function of the Township.

SCOPE:

The employee in this position serves as the first contact and first impression of Colerain Township's Administration. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Serves as the primary backup to the Management Analyst and fills in at the front desk in their absence.
- Greet visitors and assist customers at the front counter, delivering exemplary customer service with genuine enthusiasm.
- Familiarity with how the Township operates, having knowledge of each department's functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Answer all incoming phone calls, providing service or direction when applicable to address customer's needs.
- Responsible for entry and maintenance of all Public Records Requests into the Customer Service Request (CSR) system.
- Assist Development Department with input of complaints into CSR system.
- Liaison with Code Enforcement and Environmental Crimes Unit to gain knowledge of any "problem" areas.
- Assist with permit intake for planning and zoning certificates.
- Process payments/revenue for Development Department.
- Assist HVAC, pest control, and other vendors by providing access as needed.
- Maintain and update inventory lists for all departments as needed. Prepare annual audit with departments to insure items are listed or removed, if necessary.
- Sort incoming mail and ensure lobby area is tidy.
- Schedule meetings and oversee Room calendars.
- Monitor postage meter and refill funds as needed.
- Set up Trustee Chambers for meetings; purchase water as needed.
- Provide clerical support to staff.
- Responsible for developing and maintaining a positive work environment, to the best of their ability.
- Responsible for maintenance, service, and supplies for office copier.
- Organize supply closet and order supplies as needed.
- Maintain coffee area in Lower Level Classrooms; order coffee and supplies as needed.
- Coordinate with Northwest Local School District Job Trainer to prepare for weekly visits of students, providing them with training in an office environment by completing tasks such as filing, shredding, scanning, etc.
- Maintain the trust of superiors, peers (both internal and external) and abide by the

POSITION TITLE Office Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $40,500-$61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #107

established ethics of the profession.

- Oversee storage of public records and prepare annual destruction list.
- Liaison with Fiscal Officer to distribute items from Trustee meetings.
- Maintain Trustee Resolutions and Meeting Minutes Binders and ensure Resolutions are placed on the Township website.
- Prepare legal ads and process accordingly.
- Maintain Township phone list for administrative staff in all departments.
- Order name plates, business cards, office supplies for new employees.
- Maintain Key Log and distribution of Administration office keys.
- Ensure signed contracts are complete and uploaded to Contracts Drive.
- Assist with making reservations for training.
- Manage Township paper supply and order accordingly.
- Manage Certificates of Liability received from vendors.
- Plan and coordinate office activities.

CRITICAL SKILLS / EXPERTISE:

- Ability to understand and follow oral and written instructions.
- Ability to report for duty dependably and punctually.
- Ability to organize and maintain accurate records and files.
- Ability to organize and analyze data and prepare records and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to handle confidential information.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school education plus at least two (2) years of general office experience which must include working collaboratively with the public and co-workers.
- Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs.
- Valid State Driver's License.
- Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work

POSITION TITLE Office Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $40,500-$61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #107

environment involves duties to be performed in an indoor office setting.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

PURPOSE:

The Fire Chief has the overall responsibility to lead, direct, plan, and coordinate the activities of the Township's Department of Fire and Emergency Medical Services.

SCOPE:

Responsibility to project strong leadership qualities in the department. Contribute to the professional development and culture of the department. Facilitate recruitment, acquisition of property, maintenance of equipment and facilities, training, education, personnel management, and disaster planning as it relates to the community. Provide guidance to the department by identifying goals, providing educational and training opportunities for all personnel, assisting in developing and implementing new policies, and directing the overall operations of the Department. Provide leadership within the community. Capable of interacting with various groups and people within the community in conjunction with other departments of the Township regarding the future growth and direction of the Township for community strategic planning and disaster planning.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Directs and manages all activities and operations of the department including administration, fire protection, fire suppression, emergency medical services, emergency management, technical rescue, fire prevention, code compliance, inspections, public education, training, and hazardous materials response.
- Manages the enforcement of fire ordinances, laws and codes; develops and implements rules, regulations, policies, and procedures to advance the mission, goals, and objectives, and provide efficient and effective fire and rescue services to the Township.
- Assess local needs and updates strategic plans for the future of the department and the Township. Analyze problems, identify alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.
- Advocates necessary changes to promote high quality of life within the community; coordinates and resolves interdepartmental issues that arise from fire services.
- Manage, supervise, and direct activities of assigned staff; makes recommendation regarding hiring, discipline, termination or advancement of employees. Schedule employees, assigns work, monitors progress; compose and conduct evaluations.
- Remain current on issues and trends relative to the department and service delivery responsibilities.
- Respond to and resolves sensitive and complex community and organizational inquiries and complaints.
- Monitor departmental operations and customer service to ensure quality control; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities.
- Responds to major fire alarms/incidents and commands incident as necessary.

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Maintains high visibility with strong emphasis on communicating with members of the department.
- Develop and implement mutual/auto aid agreements with neighboring communities to ensure a high level of fire, rescue, and emergency medical services.
- Serve as a member of the Township's senior management team.
- Represent the Township in meetings with professional organizations, other public agencies, and the public.
- Meet with Board of Trustees and Township Administrator to assist in policy determinations.
- Address citizen groups regarding the activities of the department and to explain and promote public understanding of its work.
- Serves as Incident Commander within ICS for Fire Operations.
- Ensures successful completion of the Fire and EMS portion of the Strategic Plan.

CRITICAL SKILLS / EXPERTISE:

- Knowledge and the ability to plan, organize, direct, and evaluate administration, fire protection, fire suppression, emergency medical service, emergency management, technical rescue, fire prevention, code compliance, public education, training, and hazardous materials response.
- Knowledge of federal, state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service-related organizations.
- Strong knowledge and ability in utilizing the National Incident Management System and the strategy and tactics of firefighting.
- Knowledge of the general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.
- Direct and manage activities/operations of a municipal combination fire department.
- Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Skill in developing, implementing, and evaluating policies and procedures to achieve department missions, goals, and objectives.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to develop, manage and maintain budgets.
- Ability to effectively assess community or township needs and strategically plan for the future of the department.
- Ability to research, evaluate, and use new methods and techniques for operational improvement.
- Ability to facilitate change and provide leadership to a diverse group of career and part-time firefighters.

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

- Ability to work independently with very little direction.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to monitor departmental operations and customer service to ensure quality control, identifying and resolving deficiencies.
- Ability to effectively represent the Township in meetings with professional organizations, other public agencies and the general public.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implements recommendations in support of goals.
- Ability to listen well and communicate effectively verbally and in writing with various audiences.
- Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial and technical issues.
- Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications and electronic mail.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- Blue Card© Incident Command Certification

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Department of Fire & EMS administration offices and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Full Time and Part Time Fire Personnel	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #109

PURPOSE:

The Assistant Fire Chief provides direction and management of the Operations Bureau while supporting the overall operation of the Fire Department for Colerain Township.

SCOPE:

The Assistant Fire Chief must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications and coordinates duties of the Communications Officer, which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies communication deficiencies in the department and identifies objectives for improvement.
- Supervises the activities and programs involving apparatus and building maintenance which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies maintenance deficiencies in the department and identifies objectives for improvement.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met. Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Full Time and Part Time Fire Personnel	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #109

- Upon learning or observing various behavior requiring disciplinary measures or commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.
- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write, and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Full Time and Part Time Fire Personnel	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #109

- As determined by specific circumstances, interactions will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #110

PURPOSE:

The Assistant Fire Chief provides direction and management of various administrative services while supporting the overall operation of the Fire Department for Colerain Township.

SCOPE:

The Assistant Fire Chief must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications, building maintenance, and apparatus which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at various stations and among various personnel and apparatus; (d) identifies deficiencies in the department and identifies objectives for improvement.
- Compiles the Annual Report defining department accomplishments and reporting for the previous year.
- Maintains General Orders for Policy Manual update each year.
- Oversees the Accident Review Board.
- Functions as Fire Department liaison to Information Technology and plans and purchases new computer equipment.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met.
- Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
- Upon learning or observing various behavior requiring disciplinary measures or

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #110

commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.
- As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #110

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #111

PURPOSE:

This position performs general office, clerical, technical, and related administrative support functions in the day-to-day operations of the Fire Department's Training Division as well as support functions associated with community risk reduction activities and emergency medical services.

SCOPE:

This is an administrative position providing relatively complex and confidential office work specific to the fire department. Independent judgement is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, other governmental agencies, and the public on matters of significance to the department and may involve routine contacts with elected officials.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Position involves citizen contacts regarding fire department and township issues.
- Receives citizen complaints, questions and requests for information, and directs to the appropriate department officer or township/county agency.
- Provides follow-up to assure proper resolution and customer satisfaction.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Processes requests from citizens, insurance companies and attorneys for Fire and EMS reports.
- Responsible for compiling, assuring accuracy, and transmitting fire and rescue reports to State Fire Marshal's Office each month.
- New Employee Applications; prepares and distributes application packets to prospective employees. Processes and files completed applications for training division review.
- Provides information to supervisors during annual employee evaluation process. Responsible for purging personnel files in accordance with policies.
- Records Storage; assists the records retention manager with records storage activities. Includes proper storage of records and purging of files in accordance with ORC.
- Performs word processing, duplication, and collation of reports for program, bureau, and division managers in the department.
- Township Liaison; liaison for the department with all other township entities on administrative and payroll matters, including policies. Interacts with peer group in other township departments and administration.
- Purchase Requisitions & Billing Issues; assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer's payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.

POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #111

CRITICAL SKILLS / EXPERTISE:

- Knowledge of general clerical and administrative assistant operations, services, and activities.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, email, internet, and voicemail.
- Knowledge of the principles and practices of customer service.
- Knowledge of Township and Fire Department Policy, Procedures, and Guidelines.
- Ability to perform competently in a dynamic work environment.
- Ability to meet and tactfully interact with the public in a variety of situations.
- Ability to perform complex administrative work involving the use of independent and personal initiative.
- Ability to independently prepare correspondence and memorandums.
- Ability to research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate modern office equipment, including computers.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including Township officials and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- Valid State Driver's License.
- Valid CPR card or the ability to obtain CPR certification within 90 days of hire.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #111

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

PURPOSE:

The purpose of the position is to coordinate and direct all training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Fire Department personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Township Fire Department holds training and safelty of personnel as a high priorty and that all prersonnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis. In addition, the person in this position must respond to emergencies as one of the department officers.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:

  a) Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  b) Using state EMS guidelines, determines the course schedule and ensures that the EMT and first responders take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  c) Sets the schedule for the weekly training classes
  d) Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
  e) Researches and develops new courses for established curriculum.
  f) Reviews new manuals available for the use in classroom instruction.
  g) Purchases any needed audio-visual equipment or training aids needed to supplement course curriculum.

- Goalsetting- establishes and implements training goals for the department
- Activity reports- Using a computerized recordkeeping system, enters various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, member activity reports, and meeting sign-ins.
- Incident post-analysis- Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Division budgeting and expenditures- Submits the division's budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

a) Address training and related issues
b) Foster working relationships
c) Create a compatible working environment between first responders and department members.

- Serves as the Ohio Department of Public Safety, Division of Emergency Medical Services Program Director for the State of Ohio Fire Charter issued to the Department.

  a) Insures all requirements of the State issued Fire Charter are met.
  b) Maintain the record keeping associated with the Fire Charter
  c) Develop an advisory committee and hold committee meetings

- Supervises Recruit Training Academies including but not limited to the following tasks:

  a) Establishes academy rules and regulations not covered by Fire Department policies.
  b) Establishes curriculum to meet local, state, and federal requirements using NFPA as a guide.
  c) Directly supervises recruit firefighters.
  d) Carries out discipline of recruits in accordance with Fire Department policies.

- Supervises department training instructors in development and implementation of training programs and individual classes.
- Supervises the activities and programs involved in the recruit applicant selection and objective promotion processes. This includes but is not limited to the following tasks:

  a) Schedules all the phases of the application process/promotion process and recommends ways to improve the process when possible.
  b) Recommends members of the Oral Interview Board.
  c) Ensures all of the equipment needed for the selection process is on site and in place on time.
  d) Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Chief for review.
  e) Ensures that all applicants meet the requirements for the position for which they are applying.

- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:

  a) Performs as designated Department Safety Officer.
  b) Makes recommendations for Standard Operating Guidelines for the department.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

c) Disciplinary actions or commendations- Ensures that the department procedures and policies are followed by personnel. This includes but is not limited to delivering verbal or written warnings. On occasion, if the infraction warrants, takes corrective action, documents and maintains records to substantiate disciplinary actions and advises the Chief of serious disciplinary action taken when necessary. In instances of exceptional performance, provide letter of commendation for personnel file and advises the Chief when such commendations are awarded.
d) Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.
e) Goal setting- Assists in determining and implementing goals for the department according to NFPA and OSHA standards.

- Oversees and assists personnel in meeting the requirements as set forth in NFPA standards. This includes but is not limited to ensuring personnel successfully complete the requirements as set forth in the Safety and Health Program, Infection Control Program and overseeing the medical requirements for personnel are met.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:

a) Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
    1. Performs as the incident commander at the incident scene in accordance with the department's Standard Operating
    2. Procedures at the shift level. This includes but is not limited to the following tasks:
        i. Actual location of the incident
        ii. Brief description of the incident and report of conditions.
        iii. Designation of the individual assuming command and incident name.

- Assesses Incident Priorities. Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:

a) Life Safety (first priority)
b) Incident Stabilization (second priority)
c) Property Conservation (third priority)

- Performs Size-Up. The Incident Command must perform an initial assessment of the situation, incident potential and resource status.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

- Selects the Strategic Mode. Such operations are either an Offensive or Defensive mode.
- Defines strategic goals and establishes tactical objectives.
- Implements the Action Plan.
- Implements the accountability tag system. When necessary, keeps track of personnel on an incident by use of accountability tracking system.
- Staging. Implements incident staging when appropriate based on resources.
- Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:

  a) The status of the current situation.
  b) Resources committed to the incident and responding, as well as the present incident organizational structure.
  c) Assessment of the current effect of tactical operations.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Attends meetings and in-services as required. This includes but is not limited to the Town Safety Board meeting.
- On occasion, performs functions of higher-ranking officers as assigned by the Chief.
- Performs all functional duties of firefighter and EMT when necessary (see the firefighter/EMT job description).
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

MINIMUM EDUCATION & EXPERIENCE:

1001 Firefighter Professional Qualifications- Firefighter I/II, 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator-Aerial, 1021 Fire Officer Professional Qualifications - Fire Officer II, Fire Service Instructor Professional Qualifications - Instructor II/III, 1521 Fire Department Safety Officer.

CRITICAL SKILLS / EXPERTISE:

- Meet rank of Captain or Battalion Chief for minimum of one (1) year.
- Successfully completed National Fire Academy Courses dealing with health and safety.
- Completion of Command Officer Training classes.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e.: planning, organizing, directing, coordinating, and evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.
- Ability to work varying schedules.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- 1001 Firefighter Professional Qualifications- Firefighter I/II
- 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator-Pumper and Driver/ Operator- Aerial
- 1021 Fire Officer Professional Qualifications - Fire Officer II
- Fire Service Instructor Professional Qualifications - Instructor II/III
- 1521 Fire Department Safety Officer.
- Blue Card© Incident Command Certification
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician – Paramedic Certification

PHYSICAL & MENTAL REQUIREMENTS:

As set forth by the departments General Operating Guidelines

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Reservist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #113

PURPOSE:

Colerain Fire & EMS recognizes the importance of a carefully selected and properly trained individual to assist in the completion of the mission of the department.

SCOPE:

This position is designed to primarily augment the department in an administrative capacity and to support various functions within the department to include: community risk reduction, fire administration, community relations, and training and education services.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- All duties or assignments as identified by the Fire Chief or designee.
- Support of various administrative and operational elements of fire and EMS services, including community risk reduction, fire administration, community relations, and training and education services.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Substantial experience as a Fire & EMS employee.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

POSITION TITLE Reservist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #113

- The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fire Safety Inspector (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #114

PURPOSE:

The part- time Fire Safety Inspector will assist in community risk reduction activities.

SCOPE:

The part- time Fire Safety Inspector will perform a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal's Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid State Driver's License.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Fire Safety Inspector (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #114

- Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Reservist – Public Educator (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $16.99/hour-$22.95/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #115

PURPOSE:

The purpose of this position is to coordinate and oversee special programs/public events and manage all programs/events budgets.

SCOPE:

The Public Educator responsibilities include supervising staff directly involved in the public education programs, researching, applying for, and administering grants for new and ongoing programs. Work is performed with considerable independence.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Reviews and determines needs, defines goals, and recommends steps needed to carry out a planned public education program.
- Coordinate, oversees, and evaluates public education programs.
- Serve as a department liaison with various external entities, such as the media, Township Communications Specialist, business interests, community groups (schools, day cares etc.), and the general public.
- Researches, prepares, and disseminates material and coordinates interaction of members of the department, Township staff, business interest, community groups and the general public.
- Responsible for monthly statistics, data dashboard creation, and general record keeping.
- Provides oversight of all aspects of the Department's Citizens' Fire Academy.
- Assists with the Department's Cadet Program as needed by program coordinators.
- Coordinates and schedules public education and community events.
- Assists with the Community Risk Reduction Division's Fire Extinguisher Training Program.
- Assists with special programming designed to create new outreach opportunities to special groups.
- Manages all aspects of the Car Seat Installation Program.
- Assists with CPR Class administrative tasks.
- Any other duties as assigned by the Fire Chief.

CRITICAL SKILLS / EXPERTISE:

- Application of computer systems to utility business procedures.
- Research techniques, methods and procedures.
- Effective public speaking skills.
- Grant research, writing and management.
- Program development, management and evaluation.
- Budget preparation and management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Extensive experience in Fire and Emergency Medical Services.
- Current State of Ohio Paramedic or EMT-B Certification (preferred but not required).

POSITION TITLE Reservist – Public Educator (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $16.99/hour-$22.95/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #115

- State Issued Driver's License
- Basic Life Support (BLS) and Instructor *(Instructor must be obtained upon an agreed time frame with the Department's Community Risk Reduction Captain).*
- Certified Car Seat Installation Technician (*Must be obtained upon an agreed time frame with the Department's Community Risk Reduction Captain).*
- Stop the Bleed Instructor (*Must be obtained upon an agreed time frame with the Department's Community Risk Reduction Captain).*
- ICS-100, 200, 700, 800.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fire Hydrant Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $11.00/hour-$15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #116

PURPOSE:

The Fire Hydrant Maintenance Worker is a part-time seasonal position that assists with the maintenance and inspection of fire hydrants throughout the Township.

SCOPE:

This position works to perform an annual servicing of public and private fire hydrants in Colerain Township to ensure their effective operating condition.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Flushes and clears hydrants, hydrant valves and rises.
- Tests hydrants for water leakage and proper operation.
- Maintains a daily log containing the following information: date, time, location of hydrants serviced; referrals for other maintenance required; and contacts with the public.
- Wears a safety vest and practices safe work practices at all times while in the field.
- Removes vegetation or objects within three to four-feet of hydrant which obstructs view or operation of fire hydrant.
- Lubrication of hydrant discharge threads.
- Performs any other related work as required.
- Exercises care and respect for private landscaping and other property.
- Educates citizen contacts, where necessary, concerning the fire hydrant maintenance program.
- Preparation and painting of fire hydrants.
- Operates and maintains accountability for and cleanliness of Fire Department vehicle and property issued.
- Maintains a daily work schedule that starts and ends at the fire station.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of fire hydrant inspection practices and methods.
- Knowledge of techniques, methods, materials, tools, and equipment used in the maintenance or servicing of fire hydrants.
- Ability to operate and maintain an assortment of hand and power tools.
- Knowledge of safe work methods and safety regulations pertaining to the work performed.
- Basic computer skills.
- Ability to follow oral and written instructions.
- Ability to perform assigned tasks properly and efficiently.
- Ability to maintain basic record keeping and documentation.
- Ability to establish and maintain effective working relationships with co-workers and the public.

EDUCATION, LICENSING &

- High school diploma or GED required.
- A background working with municipal water supply, fire hydrants, or fire

POSITION TITLE Fire Hydrant Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $11.00/hour-$15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #116

CERTIFICATION REQUIREMENTS:

department is desirable.

- State Issued Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #117

PURPOSE:

The Vehicle Fleet Manager is a management-level position and is responsible for directing and monitoring all staff and maintenance activities in the Fleet Services Division.

SCOPE:

The Vehicle Fleet Manager is responsible for managing outside contractors in the purchase, inventory, maintenance, repair, and disposal of all vehicles and equipment assigned to the Fleet Services Division. This position is also responsible for planning, organizing, supervising, and reviewing the work of the Fleet Services Division's supervisory staff and semi-skilled and skilled trades employees engaged in a variety of maintenance and repair of Township vehicles and equipment. Other responsibilties include forecasting fleet replacement, estimating costs, maintaining a budget and effectively managing the workflow of the Division. This position requires the use of considerable judgement.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The employee is responsible for maintaining records on all assigned vehicles including; license and registration with the state and assigning insurance coverage.
- Oversee the stations vehicle exhaust system.
- Responsible for the disposal of all the Township's vehicles and equipment through the GovDeals program.
- Handle all insurance claims from accidents arising with vehicles and equipment assigned to the Fleet Services Division.
- Responsible for reviewing all vehicles and equipment for purchase and provide recommendations on final selection.
- Must be able to manipulate computer data to produce reports upon request.
- The employee in this position is responsible for operation for a fleet preventative maintenance program.
- Is responsible for the efficient and safe repair of all fire division vehicles and related equipment.
- Work methods and procedures shall be in line with acceptable standard practices, with standard safety procedures being followed.
- Is responsible for Mobile Data Computers (MDC) including; software updates, programming and troubleshooting, and participating in regular communications committee meetings at the Hamilton County Communications Center.
- Is responsible for GPS Preemption systems in vehicles and intersections.
- Is responsible for the Township's Gasoline and Diesel fueling stations including; managing fueling station product level, repairs, troubleshooting, upgrades and reports.
- Be able to diagnosis and repair Detroit, Cummins, and Caterpillar engines and Allison automatic transmissions.
- Be able to diagnosis and repair gasoline powered vehicles.
- Work on all types of drive trains and suspensions.
- Work on light and heavy-duty steering systems.
- Trouble shoot electrical systems and repair.
- Read electrical system schematics.

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #117

- Weld with mig welders, gas welders and braze.
- Work on hydraulic systems diagnosing and repair.
- Read blue prints and drawings for fabrication purposes.
- Work without supervision.
- Employ safe work practices in the shop setting.

CRITICAL SKILLS / EXPERTISE:

- Considerable knowledge and ability in administrative and managerial functions that include: research, planning, scheduling, and budgeting.
- Ability to communicate concisely and clearly with employees, contractors, representatives of other departments and the general public.
- Must have knowledge of the methods, practices, tools and materials used in purchase, maintenance, and repair of vehicles and equipment; and ability to read and interpret vehicle and equipment specifications.
- General knowledge of computers to input and extract data for reports.
- Must have knowledge and understanding of DOT and NFPA standards.
- Extensive knowledge of vehicle repairs and their related costs normally gained through ten or more years of experience working in a repair facility.
- General knowledge of occupational hazards associated with the trade.
- Advanced knowledge of safety precautions utilized while working with equipment.
- Advanced knowledge and skill in the use and care of hand and machine tools employed in vehicle repair and adjustment.
- Advanced knowledge and aptitude in diagnosing and repair of electrical systems and its components.
- Possess the ability to work well with others and independently.
- Must be able to multi-task in a fast paced environment.
- Must be able to present and teach driver level maintenance to Township employees at all levels including; teaching pump theory and extended vehicle mechanical check to the Firefighter Apparatus Operator (FAO) class.
- Must be flexible and have the ability to respond during off duty hours.
- The ability to work unsupervised.
- Employee must provide their own tools, adequate to perform all necessary repairs they will encounter while working with heavy trucks and associated equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- State Issued Driver's License with a CDL.
- Shall be at least 18 years of age.
- Certified ASE Master Med/Heavy Truck Certifications.

PHYSICAL & MENTAL REQUIREMENTS:

As set forth by the departments General Operating Guidelines.

WORK ENVIRONMENT:

This position operates in a typical office environment and within indoor shop and outdoor field work.

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #117

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15.00/hour - $17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #118

PURPOSE:

The Part-Time Fleet Mechanic is a part-time position that assists with the maintenance and inspection of equipment and vehicles within the Fleet Services Division.

SCOPE:

This position performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-

POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15.00/hour - $17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #118

line technical repair data bases and scan tools.

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Employee must provide their own tools.
- Must have adequate knowledge to perform all necessary repairs they will encounter while working with heavy truck and associated equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.) is preferred.
  - Multiplex electrical experience is preferred.
- Must possess a valid state issued driver's license.
- State Issued Driver's License with a CDL (Class B) is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.
- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15.00/hour - $17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #118

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #119

PURPOSE:

The Co-Op Fleet Mechanic is a part-time temporary position that assists with the maintenance and inspection of equipment and vehicles within the Fleet Services Division.

SCOPE:

This position performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performance of preventative maintenance services on various vehicles.
- Maintains the overall cleanliness of the office space.
- Assists other mechanic techs when needed.
- Stocks the parts room.

CRITICAL SKILLS / EXPERTISE:

- Must be able to use hand tools.
- Must be able to report to work on a regular basis.
- Must have a basic understanding of Automotive and Diesel engines.
- Must possess basic computer skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must possess a valid state issued driver's license.
- Minimum of 16 years of age.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; swivel, turn, or pivot; and smell.
- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust. The noise level in the work environment is usually high.

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #119

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #120

PURPOSE:

The Emergency Medical Services (E.M.S.) Coordinator is responsible for the coordination and administration of a comprehensive Emergency Medical Services program that will meet the needs of the Colerain Township Department of Fire and Emergency Medical Services.

SCOPE:

The person in this position will assist and support the needs of the EMS Division through various roles and responsibilities. They will assit with creating the opertational planning and vision for the Division through quality assurance and continuous quality improvement programming, training, policy development, and data evaluation activities.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs essential functions of a State of Ohio Certified Paramedic.
- Serves as a liaison between local hospitals and Colerain Fire and EMS.
- Responsible for Quality Assurance and Continuous Quality Improvement Programming.
- Participates on the Hamilton County Protocol Committee and the Pre-Hospital Care Operations' Committee.
- Manages public records' request for patient care reports.
- Assists with management of the EMS reporting software system.
- Working knowledge of all department operational software systems.
- Participates in the development of EMS policies and procedures.
- Participates in planning of EMS department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Adheres to the Department's Health Insurance Portability and Accountability Act rules and guidelines.
- Performs all Department Infection Control Officer responsibilities.
- Liaison for pre-hospital care education institutions (i.e., Paramedic Training Programs).
- Coordination of EMT-B, Paramedic, and Intern observation time.
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic.
- Works alongside the Department's EMS and Training Division Captains for scheduling, coordinating, and executing training for department personnel.
- Will assist with annual budgetary planning as directed by the EMS Captain.
- Will assist with grant research and application processing.
- Extracts, collects, organizes, and interprets data used for organizational dashboards, grant reporting, and operational and administrative decision-making.
- Develops, reviews, and updates EMS policies and procedures, as necessary.
- Uses appropriate departmental programs used to document necessary work and report activity.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Chief.

POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #120

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills (i.e., planning, organizing, directing, coordinating, evaluating).
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.)

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Five (5) years of experience as a Certified Paramedic.
- State of Ohio Certified EMS Instructor.
- Instructor of the following: Basic Life Support, Advancement Cardiovascular Life Support, Pediatric Advanced Life Support, Stop the Bleed.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** M.D. or D.O.
NUMBER OF POSITIONS: 1	**JOB ID:** #121

PURPOSE:

The EMS Medical Director is an independent contractor for Colerain Township.

SCOPE:

The EMS Medical Director shall have authority over all clinical and patient care aspects of the EMS system or service. The primary role of the EMS Medical Director is to ensure quality patient care. Responsibilities include the ongoing design, operation, evaluation and revision of the EMS system from initial patient access to definitive patient care.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Primary duties include and are not limited to:

- Provide oversight of the Department's Community Paramedic and other non-emergency EMS response models.
- Serve as a patient advocate in the EMS system.
- Set and assure compliance with patient care standards including communications, dispatch, and medical protocols.
- Develop and implement the process for the provision of concurrent medical direction.
- Ensure the appropriateness of initial qualifications of pre-hospital personnel involved in patient care.
- Ensure the qualifications of pre-hospital personnel involved in patient care are maintained on an ongoing basis through education, testing, and credentialing.
- Develop and implement an effective quality improvement program for continuous system and patient care improvement.
- Promote EMS research.
- Maintain liaison with the medical community including, and not limited to, hospitals, emergency departments, physicians, pre-hospital providers, and nurses.
- Interact with regional, state, and local EMS authorities to ensure that standards, needs, and requirements are met and resource utilization is optimized.
- Arrange for coordination of activities such as mutual aid, disaster planning and management, and hazardous materials response.
- Promulgate public education and information on the prevention of emergencies.
- Maintain knowledge levels appropriate for an EMS Medical Director through continuing education.
- Assist in the development of curricula for EMS training, schedule speakers and instructors for continuing education sessions.
- Participate in peer review and quality improvement programs as provided in section 4765.12 of the ORC.
- Active participation with the organization in the following programs: conducting performance improvement programs, conducting education programs, conducting protocol updates and review.
- Assure compliance with HIPAA and other pertinent Statutes and Regulations.

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** M.D. or D.O.
NUMBER OF POSITIONS: 1	**JOB ID:** #121

CRITICAL SKILLS / EXPERTISE:

- Active in the emergency care of patients.
- Familiarity with design and operation of pre-hospital EMS system.
- Experience or training in medical direction of pre-hospital emergency units.
- Experience or training in the pre-hospital care of the acutely ill or injured patient.
- Experience or training in the education of pre-hospital personnel.
- Experience or training in the EMS quality improvement process.
- Knowledge of EMS law and regulations.
- Knowledge of local mass casualty and disaster plans.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Possession of a valid Ohio medical license to practice medicine or osteopathy.
- Complete the National Association of Emergency Medical Service Providers (NAEMSP) medical director course, the Ohio American College of Physicians (ACEP) medical directors course, or other equivalent course approved by the State Board of EMS.
- Complete a board eligible/board certified residency program in emergency medicine or submit verification of EMS medical director experience and verification of performance improvement programs or training to the board of EMS.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Captains and Lieutenants	**Minimum Education:** Associate's Degree or OFE
NUMBER OF POSITIONS: 3	**JOB ID:** #122

PURPOSE:

The Battalion Chief is responsible for the daily planning and execution of emergency and non-emergency activities consistent with the department's mission statement.

SCOPE:

This position is an important part of the department's leadership and management team and is expected to plan, organize, and command all activities pertaining to the particular work shift.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administers and manages daily operations of all assigned personnel.
- Evaluates work activities pertaining to the shift, develops work plans and implements new programs.
- Approves time off and vacation requests.
- Conducts performance evaluations of full-time personnel assigned to the shift.
- Performs a liaison function to Captains and program managers to facilitate the completion of needed details, e.g. vehicle maintenance, training, and customer service etc.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of shift and department operations.
- Prepares a variety of studies, reports, and related information for strategic analysis.
- Assures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to emergency responses, inventory control, maintenance, purchases, training, and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Responds to emergencies in a separate command vehicle.
- Assigned to Station 25.
- Reviews and approves deployment assignments. In some cases, the Battalion Chief will make the assignments him or herself.
- Disciplines assigned personnel, as needed, in accordance with township and department guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Tours all stations on a periodic basis to verify readiness of fire and EMS resources. Checks on completion of assigned duties.
- Participates in planning of all department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Maintains liaison with other departments as well as state, local, and other public officials.
- Establishes rapport with community groups and other civic organizations through

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Captains and Lieutenants	**Minimum Education:** Associate's Degree or OFE
NUMBER OF POSITIONS: 3	**JOB ID:** #122

meetings, speeches, and presentations.
- May serve on various committees within the department, and with township and county organizations.
- Performs administrative duties as assigned.
- Performs any other related work as required.

MINIMUM EXPERIENCE:

Served as a career officer for the last five (5) years.

CRITICAL SKILLS / EXPERTISE:

Demonstrates competency in the following:
- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Department EMS operations, and specifically, the interface between Basic and Advanced levels of service.
- Executive management skills.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Geography of the township including special hazards, water distribution systems, and private fire protection systems and devices.
- The Fire Command Systems (FGC) and the Incident Management System (IMS).
- Arson detection methods and techniques.
- The use and limitation of various types of equipment and apparatus.
- Ability to execute a moderate level of administrative competence and managerial skills.
- Establish command and activate the command system on all emergencies, including EMS and mass casualty incidents.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives, and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.

EDUCATION LICENSING & CERTIFICATION

- Valid State Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician - Paramedic

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Captains and Lieutenants	**Minimum Education:** Associate's Degree or OFE
NUMBER OF POSITIONS: 3	**JOB ID:** #122

REQUIREMENTS:

- Minimum of an Associate's Degree
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee id frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

PURPOSE:

The purpose of the position is to provide managerial oversight of all aspects of the Department's Emergency Medical Services (EMS) activities which suport the operations and delivery of emergency medical and related community risk reduction services.

SCOPE:

The person in this position has a strong responsibility for managing staff; monitoring logistical needs, quality improvement, and special projects; assisting with the planning, development and implementation of policies and programs for EMS; development, implementation, and delivery of EMS training and education; facilitating organizational goals, and evaluating programs. The person in this position works within broad policy and organizational guidelines, regularly exercising discretion; independently plans and implements projects; maintenance of ongoing external relationships and partnerships pertinent to Paramedic and EMT-B training and certification; and reports progress of major activities through periodic conferences and meetings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs as the primary contact and liaison to the department's medical director team.
- Directly oversees, and ensures that all procedures are properly followed with the EMS billing program and practices. Ensures compliance with all third party billing company requirements.
- Directly supervises the acurrate completion of all EMS run reports.
- Works in conjunction with the training captain to develop and schedule all EMS training activities.
- Oversight of EMS and equipment purchasing and procurement
- Goalsetting - establishes and implements EMS training goals for the department.
- Dashboard Reports- Works in conjunction with the EMS Coordinator using a computerized recordkeeping system, enters various activity reports, ensuring the reports (EMS training and incident reports etc.) are accurate and completed in a timely manner.
- On occasion, will be assigned to complete special projects or research and development as requested by the Assistant Chief or Fire Chief and shall coordinate such projects with the Assistant Chief.
- Attends meetings and in-services as required.
- Responds to incidents and assumes a role within the Incident Management System as assigned by the Incident Commander.
- Performs other duties and responsibilities not specifically described

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

above as assigned by the Fire Chief as necessary.

- Evaluates work activities pertaining to EMS operations, develops work plans and implements new programs.
- Performs a liaison function to Battalion Chiefs, Divisional Captains, and program managers to facilitate the completion of needed details; e.g. training, customer service etc.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of EMS operations.
- Prepares a variety of studies, reports, and related information for strategic analysis or grant preparation.
- Ensures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to EMS operations, drug inventory control, maintenance, purchases, training and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Works in conjunction with the training captain, and the department medical directors to develop topics and scheduling for EMS continuing education.
- Coordinate the orientation program for new EMS personnel.
- Coordinate research and development of new EMS equipment and pre-hospital medical procedures.
- Oversee the development of EMS policies and procedures.
- Oversee the development of specifications for EMS vehicles.
- Ensure that all department EMT's and paramedics are adequately trained and are capable of correctly interpreting applicable protocols.
- Maintains discipline and ensures that assigned personnel follow department rules and regulations.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Participates in planning of EMS department goals and objectives.
- Maintains liaison with other departments, as well as state, local and other public officials.
- Establishes rapport with community groups (Citizens' Fire Academy) and other civic organizations through meetings, speeches, and presentations.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Fire Chief.

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to work additional hours and to remain flexible with scheduling to accommodate various meetings, training sessions, and committee involvement.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e., planning, organizing, directing, coordinating, evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

EDUCATION LICENSING & CERTIFICATION REQUIREMENTS:

- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Basic Life Support (BLS)
- Incident Command System (ICS) and National Incident Management System (NIMS)
- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff
- Independent Study(IS)-700: NIMS, An Introduction
- IS-800: National Response Framework, An Introduction
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Paramedic
- Valid State of Ohio EMS Instructor's Certification
- ACLS Instructor
- PALS Instructor
- BLS Instructor

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, repetitive motions, and demonstrating manual dexterity.

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

- Exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

PURPOSE:

The purpose of this position is to ensure public safety by oversseing and assisting in the development and implementation of various public educational program to a variety of people on a continuning basis.

SCOPE:

The Colerain Fire Department wishes to proejct a strong, positive image. Therefore, the person in this poisition must regard public safety, public education, and public awareness as a primary concern. As a result, the person in this position performs code enforcement, plan review, and other fire prevention and public education activities for the Fire Department. In additon, this position must respond to emergencies as one of the department officers.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversees and assists in the performance of building inspections of occupancies including educational, industrial, residential, health-care, public assembly, commercial, construction, and others. Such inspections shall be conducted within knowledge of building codes and according to this department's procedures and may be conducted at various times of the day, night, and weekends.
- Reviews all variances filed by architects and attends the Ohio Fire and Building Services Commission meetings when necessary.
- Reviews inspection reports to determine types of violations and number of violations in an effort to determine what type of public education is necessary in the community to prevent such violations in the future.
- Issues and reviews inspections on a regular basis.
- Instructs and/or attends training classes on code enforcement.
- Oversees and assists to ensure the appropriate pre-plan information is collected and distributed in an effective, timely manner. This includes and is not limited to the following tasks:
    - Determines which buildings within the fire district will be surveyed.
    - Ensures the information gathered such as drawings, lists of hazardous materials, etc. is properly placed in the books, is distributed to the firefighters and is placed appropriately in the apparatus.
    - Ensures the information of the pre-plans is updated on an as needed basis.
    - Performs interdepartmental classroom training and on-site training sessions to enable the firefights to become familiar with the plans, determining locations of utility shut offs, types of fire protection systems available and various other life safety problems such as the location of chemicals, flammables, and people.
- Promotes public education and public safety through presenting speeches/classes to various groups and organizations regarding fire prevention and public safety topics. This includes and is not limited to the following tasks:
    - Oversees and assists in the development and implementation of Fire Prevention Week activities.
    - Conducts fire drills in health-care, educational, and certain business occupancies.

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

  - Oversees and assists in the development and implementation of the curriculum for the Juvenile Fire Awareness program.
  - Promotes fire prevention activities through various media such as radio, television, newspaper, etc.
  - Plans for fire prevention activities, public safety days, career days in high schools, and fire prevention week.
  - Assists in producing fire escape plans for residential, commercial, and educational facilities.
  - Assists in implementing, training, and practicing the plan as necessary.
  - Assists in developing curriculum and the training of staff in order to perform the public education function.
  - Oversees the shift in public education activities such as station tours, neighborhood block parties, public safety days, preschool presentations, etc.
- Reviews activity reports. Reports include, and are not limited to, number and type of inspections conducted, number and type of investigations conducted, juvenile fire awareness sessions held, public education sessions, fire drill reports, and any other reports determined to be necessary. Reviews these reports to ensure accuracy. The information gathered from these daily incident reports will make up the annual report.
- Performs statistical analysis on types of fires to determine the dollar amounts and locations of the incident.
- From these reports, determines what type of public education may be necessary to ensure that the behavior contributing to the incident is deterred.
- Based on the statistical analysis, determines any additional budgetary needs toward further public education and/or interdepartmental training.
- Performs all functional duties of firefighter and EMT, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed.
- Performs administrative duties as assigned.
- Performs any other related work as required.

CRITICAL SKILLS / EXPERTISE:

- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Arson detection methods and techniques.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives and developments by keeping current on the latest technological advancements.

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.
- The ability to relate to various audiences and be able to verbally communicate on an understandable level to various audiences ranging from pre-school to the elderly.
- The ability to work flexible hours, as overtime and scheduling flexibility will be required at various times for meetings and schooling.
- Must continue to satisfactorily perform the tasks and functions of the positions, must maintain position-related continuing education and must assist with and/or perform any other tasks assigned by supervisory and/or administrative personnel, and within the knowledge, abilities, and expectations of the position.
- The ability to interact with and interface with individuals from all divisions and levels of the department, the general public, and the public safety community – as determined by the specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Valid State Driver's License.
- Must meet all 1001 Firefighter Professional Qualifications (FFII, state of Ohio EMT-B)
- 1002 Fire Department Vehicle Driver/Operator Qualifications (Chapters 1-3)
- 1021 Fire Officer Professional Qualifications (Fire Officer III)
- 1041 Fire Service Instructor Professional Qualifications (Instructor III)
- 1031 Professional Qualifications for Fire Inspections (Fire Inspector III)
- 1035 Professional Qualifications for Public Fire and Life Safety Educator.
- A high school diploma or equivalent
- Must meet all requirements of the firefighter/EMT position
- Certified EMT-B or higher level of EMS expertise
- Must be able to obtain Fire Inspector certification within one year of hire.
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

PURPOSE:

The purpose of the position is to coordinate and direct all fire training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Fire & EMS holds training and safety of personnel as a high priorty and that all personnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Directs and coordinates all fire training activities.
- Performs all functional duties of primary training officer including but not limited to the following tasks:
  - Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:
    - Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
    - Sets the schedule for the weekly training classes
    - Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
    - Researches and develops new courses for established curriculum.
    - Reviews new manuals available for the use in classroom instruction.
    - Purchases any needed audio visual equipment or training aids needed to supplement course curriculum.
- Goalsetting: establishes and implements fire training goals for the department
- Activity reports: Using a computerized recordkeeping system, enters (and/or designates the action of) various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to fire training sign-in sheets, member attendance and activity reports, and meeting sign-ins.
- Incident post-analysis: Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Division budgeting and expenditures- Submits the division's budget for the year to the Assistant Chief of Administration and determines cost effective

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

ways to provide additional training for personnel.

- Supervises the Fire Recruit program including but not limited to the following tasks:
  - Establishes fire recruit rules and regulations not covered by Fire Department policies.
  - Establishes curriculum to meet local, state, and federal requirements using National Fire Protection Association (NFPA) as a guide.
  - Directly supervises fire recruits.
  - Carries out discipline of recruits in accordance with Fire Department policies.
- Supervises department fire training instructors in development and implementation of training programs and individual classes.
- Manages all aspects of the departement's State of Ohio Fire Charter 390.
- Supervises the activities and programs involved in the recruit applicant selection process. This includes but is not limited to the following tasks:
  - Schedules all the phases of the application process and recommends ways to improve the process when possible.
  - Recommends members of the oral interview board.
  - Ensures all of the equipment needed for the selection process is on site and in place on time.
  - Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Assistant Fire Chief of Administrative Services for review.
  - Ensures that all applicants meet the requirements for the position for which they are applying.
- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:
  - Performs as designated Department Safety Officer.
  - Makes recommendations for Standard Operating Guidelines for the department.
  - Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.
  - Goal setting- Assists in determining and implementing goals for the department according to NFPA and Occupational Safety and Health Administration standards.
- Manages all aspects of the department's driver's training program and the department's driver's training instructors which includes direct delivery of the FAO and ATO classes.
- Supervises fire training tower maintenance, inspections, and schedule repairs.
- Provides oversight of the Annual Physical Performance Evaluation.

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

- Manages the Fire Officer development program.
- Develops and maintains external partnerships that are pertinent to fire training, education, and operations.
- Manages all aspects of outside training requests, registration, and tracking per departmental policy.
- Works closely with the Department's Pubic Educator to coordinate fire training education efforts with internal and external groups and affiliations.
- Assures departmental compliance for required National Incident Management System certification.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief or Assistant Fire Chief and shall coordinate such projects with the Chief.
- Maintains discipline and ensures that assigned personnel follow department rules and regulations.
- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Responds to incidents and functions as the incident safety officer or other position within the Incident Management System as assigned by the Incident Commander.
- Attends meetings and in-services as required.
- Performs all functional duties of a Captain.
- Performs other duties and responsibilities not specifically described above as assigned by the Assistant Chief or Chief as necessary.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Chief.

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to work additional hours and to remain flexible with scheduling to accommodate various meetings, training sessions, and committee involvement.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e., planning, organizing, directing, coordinating, evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

EDUCATION LICENSING & CERTIFICATION REQUIREMENTS:

- NFPA 1001 Firefighter Professional Qualifications- Firefighter I/II
- NFPA 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator- Aerial
- NFPA 1021 Fire Officer Professional Qualifications - Fire Officer II
- Fire Service Instructor Professional Qualifications - Instructor II/III
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Paramedic
- Valid State of Ohio EMS Instructor's Certification
- NFPA 1521 Fire Department Safety Officer
- State of Ohio Live Fire Instructor and Trainer
- Emergency Vehicle Operator Course Instructor

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #126

PURPOSE:

Under the general supervision of a Battalion Chief, the fire captain supervises personnel and participates in the activities of a fire company; does related work as required in accordance with the Township's and department's policies and procedures, standard operating guidelines (SOGs) and applicable laws.

SCOPE:

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) fire captain functions as a *second-level* working supervisor responsible for management, direction, coordination, leadership, and evaluation of the actions of lieutenants, firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities or events of the assigned personnel. In the absence of the Battalion Chief, the captain assumes the duties of the Battalion Chief as the acting shift commander.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

Captain

- The Captain is responsible for the safety and well-being of the assigned personnel.
- Functions as a company officer of the engine, ladder or rescue company.
- Acts as relief for a superior officer as assigned.
- Conducts shift briefings.
- Works with the Battalion Chief on shift personnel assignments.
- Completes incident reports as required.
- Directs and coordinates training activities.
- Conducts public education activities and attends to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and ensures that personnel follow department policies, procedures and SOGs.
- Any other duties as prescribed by the Battalion Chief, the Assistant Fire Chief, or Fire Chief.

Station Captain

- In addition to the above, and through the management of subordinate first-level line supervisors on *all three shifts*, the station captain is *responsible for administrative oversight* of the facility, equipment, apparatus, and all activities pertaining to such within his or her assigned fire station. These activities include but are not limited to: planning, organizing, coordinating and directing community risk reduction activities, special operations, pre-incident planning, inventory, cleanliness, and maintenance of their assigned station, apparatus and equipment. Administrative oversight is defined as all non-emergency response issues. The station captain is responsible for all the same duties and responsibilities of a company officer (captain or lieutenant) as they relate to emergency response while on duty and assigned to a fire company.

POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #126

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing, spreadsheet, presentation and data base software, copy and fax utilities, phone, mobile phone, mobile and portable radios, and motorized vehicles.

EDUCATION LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- A minimum of not less than three-years of continuous experience as a Fire Lieutenant with Colerain Fire & EMS.
- Must be authorized to drive and operate all department apparatus and vehicles.
- Must have successfully completed Fire Officer I and II training.
- Blue Card© Incident Command Certification.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

- The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #126

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 12	**JOB ID:** #127

PURPOSE:

The Lieutenant functions as a first level working supervisor and is the station supervisor at Stations 25, 26, 102, 103, and 109.

SCOPE:

The Lieutenant is responsible for management, direction, coordination, leadership, and evaluation of the actions of firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events of the assigned crews.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The Lieutenant is responsible for the safety and well-being of his or her assigned crews.
- Functions as a Company Officer of the engine or ladder company at Station 25.
- Acts as relief for a superior officer as assigned.
- Assigned as the company officer at all stations.
- Conduct Shift Briefings.
- Work with the Station Captain on shift personnel assignments for Stations 25 & 26
- Complete incident reports as required.
- Direct and coordinate training activities
- Conduct public education activities and attend to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and ensures that personnel follow department rules and regulations.
- Any other duties as prescribed by the Shift Commander, Acting Shift Commander, and or the Assistant Chief of Operations.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Colerain Fire & EMS policies and procedures.
- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary Firefighting and EMS professions.
- Establish the command system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 12	**JOB ID:** #127

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Shall have at least five (5) years of Full-Time service with Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS).
- Must have functioned as an Acting Company Officer with Colerain Fire & EMS for a period of no less than twelve (12) months.
- Must be authorized to drive and operate all department vehicles including Ladder 25.
- Must have successfully completed Fire Officer 1 (meets the intent of NFPA 1021).
- Minimum of twelve (12) hours of formal training in Fire ground Operations/Incident Command.
- Minimum of twelve (12) hours of formal training in Firefighting Tactics and Strategies.
- Must be at current Hazard Materials Operations Level.
- Valid State Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio EMT –Paramedic Certification
- State of Ohio Fire or EMS Instructor Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

  The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 12	**JOB ID:** #127

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Fire Safety Inspector	STATUS Full Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #128

PURPOSE:

The Fire Safety Inspector will assist in community risk reduction activities.

SCOPE:

This role will perform a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal's Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid State Driver's License.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Fire Safety Inspector	STATUS Full Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #128

- Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 60	**JOB ID:** #129

PURPOSE:

The Firefighter Paramedic may be stationed at any Colerain Fire Station and will serve as a first responder to critical medical and fire related incidents.

SCOPE:

The Firefighter Paramedic functions as a line-level employee responsible for emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events typically assigned to firefighter and basic EMS operations.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Under supervision, career firefighter paramedics respond to fire incidents with an assigned company and assist in extinguishing fires in the protection of lives and property.
- Assist in cleaning and caring for apparatus, equipment and quarters.
- Administer emergency victim care by means of advanced life support and or basic life support
- Assist in rescue work in various emergencies
- May inspect buildings for fire and life safety hazards and compliance with fire and life safety codes.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to properly perform the following medical functions:
- Use medical equipment associated with the emergency medical service.
    - Evaluate vital signs.
    - Perform a complete patient assessment.
    - Properly manage a patient's airway.
    - Splint sprains and fractures.
    - Provide psychological first aid.
    - Obstetrics.
    - Control bleeding.
    - Perform CPR.
    - Perform equipment checks.
    - Initiate I.V.'s.
    - Initiate intraosseous I.V.'s.
    - Perform chest decompression.
    - Administer medications.
    - Establish an airway using an ET tube or other Supraglottic airway device (medic

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 60	**JOB ID:** #129

only).
    - Efficiently operate an AED
    - Defibrillate and perform cardioversion.
    - Perform a cricothyrotomy.
    - Maintain security and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
    - Any other procedure included within the current Hamilton County protocol for EMT-P's and/or any procedure authorized by the department's Medical Director.
- At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, training and education, community risk reduction or fire administration.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates' supervisors and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 60	**JOB ID:** #129

- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Candidates must be currently employed part-time with Colerain Fire & EMS at time of application or had been employed for at least two (2) years with the Department and separated in "good standing" within the past twelve (12) months.
- Must possess a valid State issued automobile driver's license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than twelve (12) months prior to the assessment process.
- State of Ohio EMT –Paramedic certification
- State of Ohio Fire or EMS Instructor certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one-half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue settings.
- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 60	**JOB ID:** #129

accident or other emergency situation.

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated December 9,2025

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

PURPOSE:

The Firefighter Paramedic may be stationed at any Colerain Fire Station and will serve as a first responder to critical medical and fire related incidents.

SCOPE:

The primary function of a Colerain Township Firefighter is to protect the community from disaster and emergency situations, including house and building fires, and promote an environment of public safety within the Fire Department's response area. This position also participates in fire prevention and inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation, and Emergency Medical Services.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Responds to fire alarms.
- Communicates clearly and effectively utilizing various types of radios.
- Wears a self-contained breathing apparatus, fire gear, protective head gear and other gear that may weigh over twenty-five pounds or more, for long periods of time during fire and EMS operations.
- Fire suppression and all fire suppression operations.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responds to and renders assistance in all emergency situations.
- Cleans and inspects equipment and apparatus after returning from a fire, prior to the start of shift, or as the job requires.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment and grounds in a clean and orderly condition.
- Participates in training activities and instructional sessions.
- Acquires and retains a thorough knowledge of the township including streets, buildings, water supply, unusual hazards and related items.
- Performs all work duties and activities in accordance with Colerain Township and Colerain Fire Department’s, policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions.
- Adheres to responsibilities concerning safety and injury prevention.
- Performs various public information or educational tasks and activities at local schools, churches, and other public venues which may include education in the arena of both fire and EMS.
- Respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues, that include high angle, below grade, swift water, trench and collapse rescues.
- Works with Social Services in areas related to emergency and non-emergency response, by assisting victims and relatives of victims of traumatic events, drug addiction, emergency and non-emergency senior care; psychiatric care, and community risk reduction activities as necessary.

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

- Works with other agencies such as the Health Department, Police Department, and local Hospitals to ensure resident safety in the home.
- Respond to medical and or traumatic emergency calls and provide basic medical or advanced treatment as required.
- Communicates with local hospitals and other healthcare providers for the continuity of patient care.
- Completes patient care reports for every patient as outlined in the Ohio Revised Code, Colerain Fire Department's Policies and Procedures Manual, and per the general standard of care expected of each employee.
- Adheres to the Southwest Ohio Medical Protocols and keeps a working knowledge of the protocol during update periods through training and education.
- Maintains a high level of understanding and knowledge of emergency medicine, emergency care, and all EMS operations, while having the desire to continue to learn new techniques, medical treatments, and any other continuing education as the job requires.
- Performs all job duties and functions that are expected under the auspices of the Ohio EMT and/or Paramedic Scope of Practice and performs under the direction of the Southwest Medical Protocols that have been established.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Must possess a valid State issued automobile driver's license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than twelve (12) months prior to the assessment process.
- State of Ohio EMT –Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

settings.

- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.
- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

PURPOSE:

The primary function of a Colerain Township Paramedic is to respond to medical or traumatic emergencies and deliver exceptional care to patients, while protecting the community by promoting an environment of public safety within the fire department's response area.

SCOPE:

Providing emergency medical services requires an individual to work under long, intense, fatiguing, and highly dangerous and stressful conditions. It is essential that the candidate is capable of carrying out the below listed functions associated with the duties of pre-hospital care in a prompt and efficient manner.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Shall be capable of operating both as a member of a team and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of operating a computer.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Shall have the ability to properly perform the following medical functions:
  - Use medical equipment associated with the emergency medical service.
  - Evaluate vital signs.
  - Perform a complete patient assessment.
  - Properly manage a patient’s airway.
  - Splint sprains and fractures.
  - Provide psychological first aid.
  - Obstetrics.
  - Control bleeding.
  - Perform CPR.
  - Perform equipment checks.
  - Initiate I.V.’s.
  - Initiate intraosseous I.V.’s.
  - Perform chest decompression.

POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

  - Administer medications.
  - Establish an airway using an ET tube or other Supraglottic airway device.
  - Efficiently operate an AED
  - Defibrillate and perform cardioversion.
  - Perform a chricothyrodomy.
  - Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
  - Any other procedure included within the current Hamilton County protocol for EMT-P's or any procedure authorized by the department's Medical Director
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Advanced Cardiac Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- Basic Life Support (BLS).
- Incident Command System (ICS) and National Incident Management System (NIMS).
- ICS-100: Introduction to the Incident Command System.
- ICS-200: ICS for Single Resources and Initial Action Incidents.
- Independent Study (IS)-700: NIMS, An Introduction.
- IS-800: National Response Framework, An Introduction.
- Valid state of Ohio Paramedic.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

PURPOSE:

To provide both emergency and non emergency fire and medical response to the Colerain Community. Non-emergency-based functions include home-based health care that supports optimum health and wellness for the patient within the scope of a State of Ohio Certified Paramedic under the direction of a Licensed Medical Director. Emergency response includes fire suppression and emergency medical first response.

SCOPE:

The person in this position will identify patient needs and assist in connecting them with available community and medical resources. The community paramedic will perform in accordance with established departmental paramedicine policy and procedures. The Community Paramedic will exercises considerable independent judgment in evaluating duties while supporting the existing health care system by providing interdisciplinary health services in collaboration with other health professionals to high-risk patients and frequent users of service.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs essential functions of a State of Ohio Certified Paramedic
- Performs essential functions of a State of Ohio Certified Firefighter II
- Firefighter paramedics respond to fire incidents with an assigned company and assist in extinguishing fires in the protection of lives and property
- Assist in cleaning and caring for apparatus, equipment, and quarters
- Administer emergency victim care by means of advanced life support and or basic life support
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors
- Perform first response to all emergency calls for service including fire, rescue, and EMS incidents
- Assesses, screens, treats, and coordinates health services for patients
- Conducts and assists with post-hospital release care that includes, but is not limted to, home safety evaluations, medication reconciliation and eduation, dressing changes, full basic and advanced life support assessment, and post-release and follow up healthcare instructions
- Observes, records, and reports, to the patient's physician, their conditons, and reactions to medications, treatments, and significant health events
- Conducts chronic disease management education to the patient that includes, but is not limited to, diabetes, hypertension, congestive heart failure, chronic obstructive pulmonary disease, fall and injury prevention, basic nutritional needs, post-operative wound monitoring and care
- Administers care consistent with department treatment protocols and

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

physicians' orders
- Coordinates appointments, additional home-heath visits, and follow-ups with the patient's providers
- Develops and completes appropriate reports and templates for the community paramedic program
- Attends department medical director meetings and staff meetings as required
- Participates in the development of EMS policies and procedures
- Participates in planning of EMS department goals and objectives
- Attends staff meetings for the purpose of department planning and problem-solving activities
- Maintains liaison role with other departments, as well as state, local and other public officials
- Establishes rapport with community groups and other civic organizations through meetings, speeches, and presentations
- Performs assigned EMS equipment checks daily
- Conducts maintenance and inventory on assigned EMS equipment
- Adheres to the Department's Health Insurance Portability and Accountability Act rules and guidelines
- Actively involved in Community Paramedic research activities and ongoing program improvement
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic and a Community Paramedic
- Provides training to department personnel as requested
- Uses appropriate departmental programs used to document necessary work and report activity
- Duties and responsibilities as assigned by the EMS Captain, Assistant Chief, or Chief

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments
- Ability, both verbal and written, to communicate clearly and accurately, effective interpersonal communications skills (i.e., planning, organizing, directing, coordinating, evaluating)
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall assist with EMS training
- The use and limitation of various types of equipment, vehicles, and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.).

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A minimum of five years' experience as a Certified Paramedic
- A minimum of five years' experience as a Certified Firefighter II
- Valid State of Ohio Driver's License (4 points or less)
- Valid State of Ohio Paramedic
- Valid State of Ohio Firefighter II
- Emergency Vehicle Operations' Course Certified
- High school diploma or GED required.
- Advanced Cardiac Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- Basic Life Support (BLS).
- Incident Command System (ICS) and National Incident Management System (NIMS).
- ICS-100: Introduction to the Incident Command System.
- ICS-200: ICS for Single Resources and Initial Action Incidents
- Independent Study (IS)-700: NIMS, An Introduction.
- ICS-800: National Response Framework, An Introduction.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #132

PURPOSE:

The Fleet Mechanic Technician 1 performs various maintenance activities and inspections of equipment and vehicles within the Fleet Services Division.

SCOPE:

The Fleet Mechanic Technician 1 position assists with and performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Assist in performing repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Assist in performing repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Assist in making emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.
- Manages the Fleet Services Division parts room.

CRITICAL SKILLS / EXPERTISE:

Basic fundamental knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #132

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-line technical repair databases and scan tools.
- Assist in performing mechanical work including troubleshooting and repair of equipment.
- Assist with diagnosing mechanical trouble and determining appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Provision of tools that are adequate to perform all necessary repairs while working with heavy trucks and associated machinery/equipment is the responsibility of this individual.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of two-year of previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a background in electrical, hydraulics, air conditioning and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within a four-year plan. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.). Preferred but not required.
- State Issued Driver's License with a CDL (Class B) is preferred or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #132

controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #133

PURPOSE:

The Fleet Mechanic Technician 2 performs various maintenance activities and inspections of equipment and vehicles within the Fleet Services Division.

SCOPE:

The Fleet Mechanic Technician 2 performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Directs (provides oversight) and performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; makes repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #133

diagrams, schematics and screens on a personal computer based digital scopes, on-line technical repair data bases and scan tools.

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Direct and provide over sight to fleet mechanic technician 1
- Be "on-call" varying weekends, holidays and/or evenings.
- Provision of tools that are adequate to perform all necessary repairs while working with heavy trucks and associated machinery/equipment is the responsibility of this individual.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of five-year full-time previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within probationary period. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.).
  - Multiplex electrical experience
- State Issued Driver's License with a CDL (Class B) is preferred or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #133

- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.
- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

PURPOSE:

The Chief of Police has the overall responsibility to lead, direct, and manage all activities of the Township's police department.

SCOPE:

The Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the protection of lives and property in Colerain Township through the supervision of all police functions. The Chief of Police is a Township employee who serves in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policy established by the Board of Trustees with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Chief of Police must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promptly execute all lawful directives of the Township Administrator and the Board of Trustees.
- Submit required reports to the Township Administrator and the Board of Trustees that clearly depict conditions and police actions within the requested time periods.
- Organize, direct and control all resources of the Department to ensure that:
  - The Department engages in the most efficient discharge of its duties to preserve the peace, protect persons and property, and enforce the criminal laws of the State of Ohio.
  - New techniques are developed or adopted to improve the Departments' effectiveness in the discharge of primary police obligations.
  - There is adequate analysis, planning and preparation to determine the need for development of facilities to fulfill future Department requirements.
  - Ensure estimated annual budgets are prepared and presented to the Township Administrator and the Board of Trustees.
- Ensure available resources are converted into maximum effective police service.
- Develop an organizational structure with professional standards and sound span-of-control principles to ensure the following:
  - A staff of supervisory officers is created and maintained who meet periodically to discuss and resolve current problems, establish policy, and disseminate information to assure operational efficiency.
  - Related activities are integrated under control of intermediate supervisors, holding them accountable for effective conduct of such activities.
  - Awareness of all affairs of the Department to ensure that the duties of subordinates are properly discharged.
  - Thorough investigation of all cases of alleged or apparent misconduct by

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

Department personnel, with appropriate action taken.

- Recognition of outstanding performance by Department employees through various techniques and programs; and
- Adequate and progressive employee training is organized and conducted to achieve maximum efficiency.

- Assist the Township Administrator and the Board of Trustees in developing acceptable standards and procedures to recruit, select and promote Department employees.
- Plan and execute a police service program, with modifications to combat current trends supported by analysis of records and reports, designed to ensure the following:
  - Prevention and suppression of crime.
  - Apprehension and prosecution of offenders.
  - Recovery of property.
- Develop and conduct an effective, professional public relations program to ensure:
  - Public confidence is encouraged.
  - Accurate interpretation of police policies and objectives are presented to Department personnel, the press, and the public.
  - Work for the enactment and strengthening of laws for the restraint of criminal activities.
- Establish procedures to comply with provisions of Section 5149.01, Ohio Revised Code, governing establishment and conduct of Criminal Identification procedures.
- Maintains productive relationships between the Department and other governmental agencies and private organizations, especially those concerned with traffic, crime prevention and the administration of justice to further the goals and objectives of the Department.
- Maintain an active alliance with professional police authorities and participate in programs to ensure the mutual improvement of proficiency in combating crime and traffic problems.
- Report promptly to other Township personnel any important matters falling within their jurisdiction.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advanced techniques and ideas designed to improve overall Department performance.
- Coordinate Department representation or represent the Department at any community function in a professional manner to ensure a positive and professional image of the Department.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

within the police agency, suggesting procedures to be followed.

- Ensure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of the Township Administrator.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors, and general citizenry.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all initiatives are completed and goals are met.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to provide departmental services and programs effectively and efficiently.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Township Administrator or Board of Trustees.
- Serves as incident commander within the ICS for Police Operations.
- Ensures successful completion of Police Department portion of the Strategic Plan.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills, leadership, employee motivation, and an advanced knowledge of current law enforcement strategies. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community- oriented policing philosophy, significant labor-management experience, and grant funding.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to get along with other employees.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must be bondable.
- Must maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Extensive command and executive level experience combined with specialized training such as but not limited to: F.B.I. National Academy, F.B.I. Leadership Trilogy, Southern Police Institute, Certified Law Enforcement Executive (CLEE), etc. Should have a minimum of five to seven years of experience.
- Bachelor's degree from an accredited college or university required. A master's degree preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- Chief of Police must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards and undergo training in the proper use of Standard Police Equipment such as, but not limited to, handcuffs, IMPACT weapon, TASER, mace, body camera, police communication equipment, personal computers, gun belt, flashlight and operate a police vehicle under routine and emergency conditions within local and state laws.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

terrain at varying degrees of slope.

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

PURPOSE:

The position of the Lieutenant is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Township Police Department.

SCOPE:

The Lieutenant position has three job assignments: Support Services Division, Patrol Division, and Investigative Division.

The Support Services Lieutenant provides direct supervision of the support function and serves as a liaison between the Support Services Division, Patrol Division, and Investigative Division.

The Patrol Commander provides direct supervision of the overall patrol function and serves as a liaison between the Patrol Division, Support Services Division, and the Investigative Division.

The Investigative Lieutenant provides direct supervision of the investigative function and serves as a liaison between the Criminal Investigative Unit, Patrol Division, and Support Services Division.

The Lieutenant(s) are responsible for assisting the Chief of Police in organizing and implementing Department programs, goals, and objectives. All Lieutenant(s) must be able to assume command in the absence of the Chief of Police.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Lieutenant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over their assigned division and ensure the division operates in accordance with policy and procedure to include but not limited to:
  - Shift selections.
  - Maintaining minimum staffing levels.
  - Ensure annual evaluations are completed.
  - All support functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police in the efficient operation of the Department in conformity with established policies and procedures.

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparing for collective bargaining and participate in negotiations as the chief's designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    - Training personnel.
    - Improving working conditions for maximum efficiency and morale.
    - Using personnel records and performance ratings for individual guidance and improvement.
    - Adequately recognizing outstanding personnel performance.
    - Improving efficiency and cooperation in areas of common responsibility.
    - Advancing the public relations program for promoting public confidence and support.
    - Ensuring proper and economical use of Department property and equipment.
    - Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    - Prevention and suppression of crime.
    - Protection of life and property.
    - Apprehension and prosecution of offenders.
    - Preservation of the peace.
    - Enforcement of regulatory measures.
- Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- In the absence of the Chief of Police, conduct investigations of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- Periodically inspect subordinates' uniforms and equipment and provide them with legal papers and materials necessary to the performance of their duties.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
- Devote the maximum possible time to divisional operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

degree of leadership commensurate with responsibility.

- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct weekly examinations of the assigned equipment of assigned personnel, promptly correcting and reporting defects.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Ensure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Coordinate Department representation or represent the Department at the request of the Chief of Police at any community functions in a professional manner to ensure a positive and professional image of the Department.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism, and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
- Shall maintain harmonious relations with other segments of the Department, allied agencies and the public.
- Shall assist in the development of special and ongoing programs.
- Shall keep the Chief of Police aware of potential police/community problems and potential solutions.
- Shall develop and coordinate special projects as directed by the Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of the Chief of Police.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must be bondable.
- Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (OPOTA) certified, a four-year degree from an accredited college/university **or** advanced training in specialized police field such as but not limited to: F.B.I. National Academy, F.B.I. Leadership Trilogy, Southern Police Institute Staff and Command, Certified Law Enforcement Executive (CLEE), etc. **and** two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of one year experience as a police sergeant with Colerain Township Police Department.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Lieutenant(s) must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Lieutenant(s) is provided

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

- Officer must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 9	**JOB ID:** #138

PURPOSE:

The position of Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

The Sergeant position has multiple job assignments: Patrol Sergeant, Administrative Sergeant, Impact Team Sergeant, Investigative Sergeant, Code Enforcement Sergeant, and School Safety Sergeant.

The Patrol Sergeant(s) provide direct supervision and are responsible for the daily operations of a patrol shift.

The Administrative Sergeant is the department's quartermaster and is responsible for the daily operations of the training unit.

The Impact Team Sergeant provides direct supervision and is responsible for the daily operations of the Impact Team.

The Investigative Sergeant provides direct supervision and is responsible for the daily operations of the Investigative Unit.

The Code Enforcement Sergeant provides direct supervision and is responsible for the daily operation of the Code Enforcement Team.

The School Safety Sergeant provides direction supervision and is responsible for the daily operation of the School Safety Team.

Sergeants must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 9	**JOB ID:** #138

manpower.

- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist their assigned Lieutenant in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist their assigned Lieutenant in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.
    b) Protection of life and property.
    c) Apprehension and prosecution of offenders.
    d) Preservation of the peace.
    e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Patrol Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 9	**JOB ID:** #138

- Observe and impartially report to the Patrol Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism, and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 9	**JOB ID:** #138

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Must currently have at least two years leadership experience in any military branch in which assigned duties include leading and managing personnel **or** an associate degree from an accredited university/college or be in the process of actively obtaining an associate degree. Ohio Peace Officer Training Academy (OPOTA), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.

PHYSICAL & MENTAL REQUIREMENTS:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated December 9, 2025

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 55	**JOB ID:** #139

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Police Officers is to protect the lives and property of the people of the Colerain Township.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the resolutions of the Township and to serve the people in whatever way necessary within the scope of their assignment.

The Police Officer position has multiple job assignments: Patrol Officer, Traffic Safety Officer, Impact Team Officer, Canine Officer, Detective, Environmental Crimes Investigator, School Resource Officer, and School Investigator.

A Uniformed Patrol Officer receives dispatched calls for service, maintains order, prevents illegal activity, enforces laws, and protects the community and citizens.

A Traffic Safety Officer enforces traffic laws, investigates auto accidents, and hit skip auto accidents, and provides targeted traffic enforcement.

An Impact Team Officer proactively engages in traffic enforcement, directed patrols in high-crime areas, and community complaints of criminal activity.

A Canine Officer and their partner are responsible for officer protection, suspect apprehension, area or building clearance, evidence detection, tracking, and narcotic detection.

A Detective investigates criminal incidents, conducts interviews, collects evidence, and obtains sufficient and adequate evidence to charge and prosecute perpetrators of crime.

An Environmental Crimes Investigator works in conjunction with the Environmental Crimes Unit to prevent illegal dumping, enforcement of property maintenance violations, and to identify and address conditions that pose a threat to the public.

A School Resource Officer provides necessary police services in and around school property, while providing protection for the school staff, students, and property.

A School Investigator investigates cases of truancy, residency, and criminal activity that involves a school district student.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A Police Officer for Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests.
- Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 55	**JOB ID:** #139

ensure suppression of crime and increased overall safety of the community.

- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully identifying them.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Providing assistance to citizens in a professional and courteous manner.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
    a. The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
    b. Miscellaneous calls for service are handled in a professional and timely manner.
- Conduct preliminary investigations at the scene of incidents to which the officer is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.
- Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as first aid, tow service, and traffic direction to alleviate hazardous road conditions.
- Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.
- Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.
- Properly collect, prepare, and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally mandated chain of custody, while protecting the integrity of the evidence.
- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.
- Act within the use of force continuum when defending oneself and others from physical assault.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.
- Transport all prisoners within established guidelines, being vigilant to prisoner's rights under local, state, and federal guidelines.
- Serve outstanding subpoenas or warrants as required.

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 55	**JOB ID:** #139

- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.
- Immediately brief the Chief of Police on important matters.
- Complete all special projects, assignments and investigations as assigned.
- Assist in the execution of the Department's programs for:
    a. Improving efficiency and cooperation in areas of common responsibility
    b. Advancing the public relations program for promoting public confidence and support; and
    c. Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
    a. Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
    b. Review offense reports and supplementary reports on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
    c. Accurately prepare a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advanced techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 55	**JOB ID:** #139

- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors, and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.
- Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employees may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 55	**JOB ID:** #139

OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated December 9, 2025

POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #140

PURPOSE:

To protect the lives and property of the people of Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their assignment.

SCOPE:

The primary responsibility of the Police Cadet is to serve the Department and to the Township while becoming familiar with the procedures and policies of the Colerain Police Department. The Police Cadet will provide assistance to the Records Clerks by answering citizens' calls and assisting citizens at the window. A Police Cadet will ride with officers when coverage allows.

ESSENTIAL ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, Police Cadets of Colerain Police Department must perform each of the following tasks:

- Diligently provide service to the community by:
  - Undertaking Department-mandated training that is required of new police officers.
  - Taking appropriate action regarding answering citizens' calls and visits to the Police Department.
  - Developing the skills necessary to use the Department's databases and computer programs.
  - Become educated and proficient with the Department's Policy and Procedures, Rules and Regulations and Mission and Value Statement.
  - Providing necessary assistance to the Department Records Clerks.
  - Providing assistance to citizens in a professional and courteous manner when interacting with them over the phone or in person.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments as assigned.
- Assist in the execution of the Department's programs for:
  - Improving efficiency and cooperation in areas of common responsibility.
  - Advancing the public relations program for promoting public confidence and support.
  - Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities on a daily basis to enhance job performance.
- Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, reflecting a positive image of the Township when possible.

POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #140

- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #140

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	**Salary Range:** $50,000-$70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #141

PURPOSE:

The Administrative Assistant performs a wide variety of administrative and fiscal day-to-day tasks and operations in order to assist in the success of the Police Department.

SCOPE:

Under the general supervision of the Chief of Police, the Administrative Assistant performs a wide variety of administrative, secretarial, fiscal, and clerical activities related to the day-to-day operation of the police, fire, and finance departments. This position will work closely with staff of all three of these departments.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Perform written communication assignments for the Chief of Police, with a moderate degree of speed and accuracy, making corrections for spelling, grammar, punctuation, and format errors. Fact checking and proofreading of same completed by staff.
- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, press releases, ceremonies, notices, articles, and other materials requested by the Chief of Police, and others authorized by the Chief of Police.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone and in person inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Assist Police Clerks by answering incoming telephones and routing calls to appropriate employees in a courteous and professional manner and greeting public inquiries.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- RCIC, LEADS, and NCIC terminal operator, assist in entering and maintaining warrants and records of police department.
- Maintain, update, and file department inventory.
- Maintain and order office supplies.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation. Back up civilian staff as needed.
- Maintain Compensatory time files, postings, rebuilding files annually, biannual (police) cash in.
- Maintain DEA DAG orders – submission, annual filing and audits.
- Police department grant filing reporting and submissions – ODJ Vest Grants, state vest grants and other grants.
- ODJ Invoicing and Audits – FBI, DEA & US Marshal.
- Payroll Posting, Billing and Audit for contracts with outside agencies and businesses.
- Police posting, billing and audit of QRT Grant.
- Assist in Police Selection Process.
- Tow Lot monthly Reconciliation and reporting, payment to tow companies.
- Rental billing and reconciliation (YWCA).

POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	**Salary Range:** $50,000-$70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #141

- Maintain Police Department Rosters/Squads/Anniversaries/Telephone Directories.
- Scan records to Onbase for personnel files.
- Provide CALEA proofs to manager, control receipts to CALEA standards.
- Document storage and destruction of records, public records requests and redactions.
- Maintain police department covert plates records.
- Emergency information sheets and book preparation.
- Critical Incident Response Team and Missing Persons Team Squad Scribe.
- Create employee payouts for terminated/resigned/retired police department employees.
- Fingerprint/BCI/FBI for Public Safety related training, courses and fireworks event staff.
- Plan, organize, process and manage township financial records all facets consistent with township policy, collective bargaining agreements and Ohio Revised Code.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Prepares periodic financial, statistical or operational reports as assigned.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer's payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.
- Provides monthly appropriation status reports to command staff officers. Requests appropriation and income information from fiscal officer. Reconciles department financial information with fiscal officer's information. Works with fiscal officer's staff to resolve discrepancies. Prepares appropriation transfers when needed.
- Assists the Chief of Police with the preparation of the preliminary, temporary, and permanent appropriations budgets.
- Processes all employee payroll information including shift logs, training, special duty and extra pay situations. Responsible for final accuracy and approval of payroll before processing by fiscal officer. Resolves payroll problems and discrepancies for employees. Responsible for pay rate changes for all employees including implementation of contract step rates.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Any other duties as assigned by the Chief of Police.

POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	**Salary Range:** $50,000-$70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #141

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

High school diploma or GED equivalent, and at least two (2) years of office experience to include use of word processing software.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Civilian Supervisor	STATUS Full Time – Exempt
REPORTS TO Lieutenant	**Salary Range:** $45,000-$65,000
SUPERVISES Police Clerks	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #142

PURPOSE:

The Civilian Supervisor performs a wide variety of administrative tasks to support the day-to-day operations of the Police Department.

SCOPE:

Under the general supervision of a Lieutenant and the Chief of Police, the Civilian Supervisor performs a wide variety of administrative, secretarial and clerical activities related to the day-to-day operation of the Colerain Police Department. The civilian supervisor is also tasked with the general supervision of the civilian employees to include conducting evaluations, providing guidance and scheduling.

ESSENTIAL ROLES & RESPONSIBLILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide supervision to civilian employees to include conducting evaluations and scheduling.
- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review police clerk deployment to ensure efficient and effective utilization of staff.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the assigned Lieutenant in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things,
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Compile written reports for the Support Services Lieutenant as directed to ensure presentation in an accurate, timely manner.

POSITION TITLE Civilian Supervisor	STATUS Full Time – Exempt
REPORTS TO Lieutenant	**Salary Range:** $45,000-$65,000
SUPERVISES Police Clerks	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #142

- Observe and impartially report to their assigned Lieutenant every breach of discipline or neglect of duty by a subordinate.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference,

POSITION TITLE Civilian Supervisor	STATUS Full Time – Exempt
REPORTS TO Lieutenant	**Salary Range:** $45,000-$65,000
SUPERVISES Police Clerks	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #142

and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- At least two years of office experience to include use of word processing software, ECLEAR, RCIC, LEADS and NCIC operator.
- High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENTS:

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Employee will use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #143

PURPOSE:

Under the general supervision of a sergeant, the Police Clerk performs a wide variety of administrative tasks.

SCOPE:

Administrative, secretarial, and clerical activities related to the day-to-day operation of the police department.

The Police Clerk position has multiple job assignments: Front Office Clerk, Impound Lot Manager, Accreditation Manager, and Property Room Manager.

The Front Office Clerk handles the day-to-day operations of the police department's front office. Their primary tasks include answering phone calls, the front window, and daily operational tasks.

The Impound Lot Manager is responsible for the overall tasks and operation of the impound lot. Additionally, the Impound Lot Manager oversees the intake and release of impounded vehicles, conducts inspections of the impound lot as directed and provides customer service to those seeking to release their vehicles.

The Property Room Manager is responsible for the overall tasks and operation of the property room. Additionally, the Property Room Manager oversees the property operations to include intake, transfer and release of property, conduct inspections of the property room as directed and provide customer service to those seeking the release of their property.

The Accreditation Manager is responsible for the overall tasks and completion of the department's CALEA standards. The Accreditation Manager will be encouraged to make independent judgements and decisions based on analytical and innovative thinking. Performance in this job is through conferences, reports, analyses, methodology, and levels of success accomplishing the accreditation goals of the Colerain Township Police Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.

POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #143

- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and database software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.

POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #143

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Clerk (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $12.00/hour - $18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #144

PURPOSE:

Under the general supervision of a civilian supervisor, the Police Clerk performs a wide variety of administrative tasks.

SCOPE:

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief of Police.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

POSITION TITLE Police Clerk (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $12.00/hour - $18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #144

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per Agreement with NWLSD
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 5	**JOB ID:** #145

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of all School Safety Officer is to provide a safe school environment, free from crime, drug abuse, and violence.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Safety Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The primary function of the School Safety Officer (SSO) is to provide physical security in the school.
- Provide necessary safety services in and around school property, while providing protection for the school staff, students, and property.
- Have primary accountability to the School Safety Sergeant.
- Maintain a working relationship with all Department personnel, especially personnel in which their schools are located.
- Thoroughly investigate all incidents coming to his/her attention and make appropriate reports.
- Create a readable copy of all such reports to be made and forwarded to supervision for review.
- Keep the School Safety Sergeant thoroughly advised of all incidents coming to the SSO's attention. Extraordinary incidents are to be immediately reported.
- Perform other safety-related duties as directed by the police department and/or school administration.
- Prioritize and promptly respond in a safe manner to dispatched calls related to the schools to ensure that the investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure.
- Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must

POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per Agreement with NWLSD
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 5	**JOB ID:** #145

possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Any additional duties determined by the Chief of Police.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.
- Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification and eligible for certification or a qualified, retired law enforcement officer as defined in "The Law Enforcement Officers' Safety Act".

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per Agreement with NWLSD
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 5	**JOB ID:** #145

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Code Enforcement Specialist	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $45,000-$65,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #146

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Code Enforcement Sergeant to assist in the daily workload with respect to inspections, communications, and follow up on nuisance, property maintenance, and zoning enforcement issues.

SCOPE:

Under the supervision of the Code Enforcement Sergeant this position:

- Investigates and enforces the provisions of the Township Zoning Resolution, the Township Property Maintenance Code, and the Ohio Revised Code with regard to nuisance.
- Works to ensure the public health, safety, and welfare of the community.
- Identifies repeat nuisance properties and their owners.
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communicates clearly and regularly with the Director of Planning and Zoning and residents of the Township in a professional and courteous manner.
- Coordinates with Township Staff and contractors regarding the abatement of nuisance properties.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Maintain organized documentation to assist in management of the abatement and assessment process and coordinate with the Auditor's Office to ensure all property tax assessments are placed on the property tax bill.
- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Investigate and enforce nuisance and property maintenance violations.
- Conduct field inspections, document violations, and prepare violation orders, notices, and reports.
- Work with property owners to achieve compliance on nuisance properties.
- Investigate possible nuisance and property maintenance violations in response to public complaints and/or those observed while in the field.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Code Enforcement Sergeant with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Investigate and process possible nuisance violations.
- Prepares documents for Housing Court, Civil Court, or other relevant forms of enforcement and attends related court cases.
- Coordinates with other internal Township Departments and external governmental agencies to develop an approach that ensures compliance on properties with issues that expand beyond Zoning purview.
- Assists the department with communications to and builds relationships with various neighborhood groups and other community-oriented organizations.
- Complete other tasks as assigned.
- Any additional tasks as determined by the Chief of Police.

POSITION TITLE Code Enforcement Specialist	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $45,000-$65,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #146

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- The ability to obtain an AICP certification is preferred.
- Professional certification in property maintenance and enforcement helpful but not required.
- High school diploma or GED equivalent.
- A bachelor's degree in urban planning, Urban Studies, Geography, or related field is preferred but not required.

PHYSICAL & MENTAL REQUIREMENTS:

- The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files, and occasionally lifting (must be able to list up to 25 pounds).
- Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings, and properties. These external locations may not be graded and may not be easily accessible.

Regular and predictable attendance as established by Administration.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Code Enforcement Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour - $20.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #147

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Code Enforcement Sergeant to assist in the daily workload with respect to inspections on nuisance enforcement issues. A heavy emphasis is placed on the inspection of tall grass and weeds nuisances.

SCOPE:

Under the supervision of the Code Enforcement Sergeant this position:

- Proactively monitors the Township to identify potential code enforcement violations and enter potential violations into the Customer Service Request system.
- Works to ensure the public health, safety, and welfare of the community.
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communicates clearly and regularly with the Code Enforcement Sergeant in a professional and courteous manner.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Enters potential code enforcement violations into the Township Customer Service Request system.
- Conduct field inspections and document violations.
- Work with property owners to achieve compliance on nuisance properties.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Code Enforcement Sergeant with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Complete other tasks as assigned.
- Any additional tasks as determined by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS. Require a valid operator's permit.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- High school diploma or GED equivalent.
- A bachelor's degree in urban planning, Urban Studies, Geography, or related field is preferred but not required.

POSITION TITLE Code Enforcement Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour - $20.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #147

PHYSICAL & MENTAL REQUIREMENTS:

- The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files, and occasionally lifting (must be able to list up to 25 pounds).
- Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings, and properties.

Regular and predictable attendance as established by Administration.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00/hour - $25.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #148

PURPOSE:

The position of Environmental Crimes Specialist is to assist in the overall direction of the Colerain Police Department and proactively enforce Ohio law and resolutions involving littering and environmental protection.

SCOPE:

Environmental Crimes Specialist are responsible for assisting other members of the Environmental Crimes Investigative Unit as directed by the sergeant. Environmental Crimes Specialist must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIAL ROLES & RESPONSIBLILITIES:

An Environmental Crimes Specialist must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Proactively work in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide feedback and document work efforts to supervision. Ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Attend daily meetings and briefings with other members of the Unit to maintain effective lines of communication, improving operational efficiency of the Department.
- Patrol identified areas for littering, illegal dumping and other criminal violations as directed by supervision.
- Attend training and actively participate in training programs as a student or instructor to enhance job performance.
- Assist the Environmental Crimes Investigator with any investigation or complaints, procure evidence sufficient to sustain convictions in court, and prepare complete and accurate reports.
- Assist members of the Environmental Crimes Unit in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Improving working conditions for maximum efficiency and morale.
    b) Making recommendations to enhance productivity.
    c) Adequately recognizing outstanding personnel performance.
    d) Improving efficiency and cooperation in areas of common responsibility.
    e) Advancing the public relations program for promoting public confidence and support.
    f) Ensuring proper and economical use of Department property and equipment.
    a) Enforcement of regulatory measures.
- Prepare records and reports, daily, ensuring accuracy, completeness, and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Compile written reports for the Code Enforcement Sergeant as directed to ensure presentation in an accurate, timely manner.
- Patrol the Township, enforce the code enforcement laws daily to ensure delivery of professional law enforcement services.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties

POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00/hour - $25.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #148

are performed as outlined in this job description.

- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism, and abilities to perform the duties outlined in the job description.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must be bondable.

PHYSICAL & MENTAL REQUIREMENTS:

- An Environmental Crimes Specialist must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00/hour - $25.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #148

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Public Information Officer	STATUS Contractual
REPORTS TO Chief of Police	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #149

PURPOSE:

Under the direct supervision of the Chief of Police (administratively), the primary responsibility of the Public Information Officer is to act as a liaison between the Colerain Police Department and the media.

SCOPE:

The Public Information Officer will continually build and maintain an attitude of cooperation and mutual respect between the department, citizens, and the media.

ESSENTIAL ROLES & RESPONSIBLILITIES:

The Public Information Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The hours of duty shall be varied, the PIO shall be available for emergency duty in cases of special need.
- Shall respond punctually to all assignments.
- Shall promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.
- Shall ensure the prompt submission of all required and special reports.
- Shall assist in enforcing the administration of the Department's programs for:
  - Developing positive programs to bring about a better understanding and improved cooperation with the community.
  - Developing policies and procedures related to the police community relations and media relations for the Department.
  - Participating directly in the development of positive media relations within all outside police agencies.
- Shall act as the official Police Department spokesperson.
- Shall represent the Police Department at public events/funerals.
- Shall coordinate the activities of the Department in furnishing necessary speakers and personnel to provide media interviews.
- Shall conduct periodic meetings with media outlets and solicit improvements to the Police Department's media relations plan.
- Shall cooperate with all news media and media committees in presenting the police function to the public in its true perspective.
- Shall work to promote the Department through the dissemination of information within the Department and the community.
- Shall monitor and administrate Police Department social media sites along with the social media officer.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak

POSITION TITLE Public Information Officer	STATUS Contractual
REPORTS TO Chief of Police	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #149

effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.
- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership and communication skills. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public and police officers.
- Any additional duties as determined by the Chief of Police.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- They shall possess a valid driver's license and must be bondable.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Police Officer Recruits is to successfully complete basic police academy standards established by the Ohio Peace Officer Training Commission (OPOTC).

SCOPE:

The Police Officer Recruit is a trainee position within the Colerain Township Police Department.

While at a designated police academy, recruits will undergo a comprehensive and intensive training regimen designed to meet the standards set by the Ohio Peace Officer Training Commission (OPOTC).

The program will equip them with the knowledge, skills, and physical fitness necessary to perform the duties of a full-time police officer. Successful completion of academy training is required for promotion to the position of Uniform Patrol Officer within the Colerain Township Police Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A Police Officer Recruit for Colerain Township Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Training and Education:
   - Participate in a state-mandated curriculum developed in accordance with Ohio Peace Officer Training Commission (OPOTC) standards, which includes instruction on criminal law, traffic enforcement, criminal investigations, use of force, community policing, civil rights, and constitutional law.
   - Learn and demonstrate proficiency in Ohio law enforcement procedures, including traffic stops, arrests, searches, report writing, and investigations.
   - Participate in hands-on training, including defensive tactics, firearms training, emergency vehicle operations, and active shooter response.
   - Attend classroom lectures, practical exercises, and scenarios designed to enhance decision-making skills and ensure safe and lawful policing practices.
   - Demonstrate the ability to use law enforcement tools, including radios, firearms, tasers, handcuffs, and body cameras, in line with Ohio law and departmental policies.
   - Engage in physical fitness training to meet OPOTC fitness standards, including endurance, strength, and agility.

2. Physical Fitness:
   - Participate in daily physical training sessions, including strength training, cardiovascular exercises, and obstacle courses designed to prepare recruits for the physical demands of law enforcement work.
   - Meet or exceed physical fitness standards as set by OPOTC, which include passing regular fitness assessments consisting of running, push-ups, and sit-ups.
   - Develop the physical endurance necessary for a law enforcement career, including responding to high-stress situations and engaging in physically demanding activities.

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

3. Mental and Emotional Resilience:
   - Engage in training focused on stress management, emotional resilience, and mental health, preparing recruits for the emotional challenges of police work.
   - Learn and practice techniques for conflict de-escalation, communication, and maintaining composure during high-pressure situations.
   - Demonstrate critical thinking and sound judgment in dynamic, high-stakes environments.

4. Compliance with Policies and Procedures:
   - Adhere to all police academy rules and regulations, including attendance, conduct, dress code, and performance standards.
   - Maintain professional behavior and punctuality while attending all scheduled classes and practical exercises.
   - Participate in regular evaluations, written exams, and practical assessments to measure proficiency in law enforcement practices, physical fitness, and academic knowledge.
   - Complete mandatory training in areas such as ethics, diversity, de-escalation tactics, and cultural awareness as required by OPOTC.

5. Teamwork and Communication:
   - Collaborate effectively with fellow recruits in team-based training exercises, building cooperative skills and demonstrating teamwork.
   - Communicate clearly and professionally, both in writing and orally, practicing report writing, radio communication, and interpersonal skills.
   - Participate in simulated real-world situations, such as traffic stops, arrests, and emergency response scenarios, learning to work cohesively with a law enforcement team.

6. Ethical and Professional Standards:
   - Uphold the highest ethical standards in all aspects of academy training, behavior, and interactions.
   - Exhibit professionalism and integrity consistent with the mission and values of the Colerain Township Police Department.
   - Embrace the core principles of community policing and show understanding of how law enforcement interacts with Ohio's diverse population.
   - Must always adhere to Colerain Township Police Department Rules and Regulations.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- Must be at least 21 years old by the time of graduation from the academy.
- A valid state driver's license.
- Must be bondable.
- Must pass a thorough background check, including criminal history, credit history, and previous employment verification.
- Ability to pass the Ohio Peace Officer Training Commission's physical fitness assessment and meet medical and physical standards required for academy entry and department standards.
- Must successfully pass written exams and practical skill assessments as required by the Ohio Peace Officer Training Commission, and successfully obtain an Ohio Peace Officer certification.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employees may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Recruits are required to follow the Ohio Peace Officer Training Academy schedule, which may include weekends, nights, and long hours of training.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated November 26, 2024

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $76,000 - $90,000
SUPERVISES Superintendent, Event Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #156

PURPOSE:

This position has multiple areas of responsibility: to ensure that the; Township Parks System and Road Infrastructure is operated efficiently and effectively; Township's Special Events are organized and coordinated as directed by the Board of Trustees; Government Complex and Community Center is maintained and operated efficiently and effectively; and that all Township roadways, stormwater infrastructure, and related items are properly maintained.

SCOPE:

The Assistant Director of Public Services is responsible for the daily operations of the Public Services Department. This position is an intermediate role intended to provide the Public Services Department with leadership and direction. This role is not required to attend or present at Board of Trustee meetings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversee the daily operations of the Public Services Department including the management of staff, projects, maintenance of Township roads, facilities and properties, budget, equipment, events and programs.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Ensure department employees and special events comply with all applicable safety standards.
- Serve as Township's representative for Township facility improvements not under the control of specific department heads.
- Work closely with the development of the projects, including property acquisition, ensuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the Township and the agencies involved with property development projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township events.
- Assist Township departments with the coordination of events (i.e. parking and traffic control, facility use, signage, etc.).
- Prepare with the assistance of the Township Administrator, appropriate financial information relative to events.
- Participate in budget process; prepare department budget for inclusion in Township budget; track expenditures to assure all are within budget.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in Township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Oversees the multi-year capital plan for Parks and Roads.
- Oversees the Township Accreditation process through the APWA.
- Oversee ADA compliance of Township buildings and parks.

POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $76,000 - $90,000
SUPERVISES Superintendent, Event Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #156

- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to ensure proper and efficient operations of the Colerain Township Public Services Department.

CRITICAL SKILLS / EXPERTISE:

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, Township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices, and techniques of road management and stormwater infrastructure maintenance.
- Ability to manage governmental facilities including HVAC maintenance.
- Ability to organize special events and supervise overall coordination of the events.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee departmental budgets.
- Able to apply for, and administer, grants to expand parks and special events.
- Ability to manage employees in supervisory capacity.
- Ability to oversee ADA compliance of Township buildings and parks.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A bachelor's degree in Parks and Recreation, public administration, or a related field and five (5) years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management.
- Must have experience which demonstrates an understanding of basic budgeting and fund accounting.
- Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $76,000 - $90,000
SUPERVISES Superintendent, Event Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #156

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Event Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #157

PURPOSE:

The Event Coordinator will develop, manage, promote and implement activities, classes, services and events for individuals and groups under the supervision of the Assistant Director of Public Services.

SCOPE:

The Event Coordinator will perform all duties in a positive and professional manner, providing smooth operations of the Township's Parks and Recreation activities, facilities and programs while promoting a warm and welcoming atmosphere. The Event Coordinator will be expected to supervise special events as directed outside of the normal weekday schedule as needed.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties, but not limited to the following:

- Programming:
  a) Develop, manage, promote, and implement a variety of activities, camps, classes, services and events.
  b) Attends, leads and supervises programming, while assessing the needs and interests of the community.
  c) Provide appropriate and safe leisure/lifestyle choice opportunities, new program ideas, and administer within guidelines.
  d) Budget, schedule, manage performance of vendor contracts/ staff/ sponsors/ speakers associated with programs, and procurement of supplies.
  e) Oversee and recruit program volunteers.
  f) Research available funding and sponsorship and serve as the community liaison by arranging cooperative programming initiatives, meetings, reports and presentations.
- Marketing:
  a) Coordinate with the Communications Specialist for all press releases, flyers, inserts, class descriptions, newsletters, program calendars and posting information on social media and the website.
  b) Donation and sponsor recruitment.
  c) Showcase, display, and actively promote the Community Center, Parks, and Shelters.
- Reception/Administrative:
  a) Serve as the first line of interaction with clients, volunteers, visitors, and vendors via phone and email for the Public Services Department.
  b) Conduct introductions/orientation and assists with program registration.
- Event Supervision:
  a) Monitors applicable facilities, equipment, and supplies pre-, during and post- event.
  b) Enforces a safe, clean, and appropriate environment.
  c) Coordinates scheduling, security, and clean up while cooperatively working with staff for setups.

CRITICAL SKILLS / EXPERTISE:

- Experience in working with a variety of age groups.
- Knowledge in a variety of programs.
- Enthusiastic, confident, and creative.
- Excellent organizational skills and detail-oriented.

POSITION TITLE Event Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #157

- Strong oral and written communication skills.
- Computer skills required may include third-party software, the Microsoft Office Suite, and social media platforms.
- Computer skills desired include basic graphic design.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- An associate degree, or equivalent experience, with the ability to obtain CPR and AED certification. Bachelor's degree preferred.
- Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Facility Maintenance Worker (PT)	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #158

PURPOSE:

This position will be responsible for ensuring that basic facilities and related utilities, such as water, electrical, mechanical, and heating, are well-maintained and properly serviced. In addition, this role will fill any identified gaps in long term facility planning and building capital improvements for the Township.

SCOPE:

The person in this position must work collaboratively with each department head or their designee in completing the aforementioned responsibilities where applicable. The Facility Manager is responsible for managing the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs. This position will be responsible for all Township facilities including: 4160 Springdale Road, 4200 Springdale Road, 4300 Springdale Road, all Fire Stations, Training Center, and Fire Tower.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Oversee the preventative maintenance and repairs for critical building systems, including:
  - Pest Control
  - Elevator
  - Generators
  - Boilers
  - Backflow preventers
  - Building equipped fire suppression equipment (e.g., kitchen hoods, sprinkler systems, fire extinguishers, etc.)
  - Irrigation
  - HVAC
  - Roofs
  - Facades
  - Gutters
  - Other systems related to building maintenance
- Serves as the direct point of contact for all facility work orders, and performs minor repairs to electrical, plumbing, and HVAC equipment as required.
- Serves as Township's representative for facility improvements not under the control of specific department heads.
- Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
- Plans, budgets, and schedules facility modifications.
- Inspects construction and installation progress on facility related projects.
- Initiates planned maintenance programs for a variety of building systems.
- Responsible for developing and administering the facilities master plan, this will include a condition assessment of all major building components and structures.
- Develops and administers various preventative maintenance, emergency repair, and general trades contracts on behalf of the Township.
- Reviews the building security for all Township facilities and works closely with the IT

POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Facility Maintenance Worker (PT)	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #158

Director to ensure that personnel are provided with proper key access.

- Ensures that facilities meet government regulations and environmental, health and security standards.
- Drafts reports and makes written recommendations on enhancements to existing facilities, including energy efficiency projects.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to manage multiple governmental facilities.
- Ability to respond to on-call emergencies and perform basic repair.
- Ability to develop and maintain effective working relationships with associates and various other subject matter experts.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to demonstrate attention to detail but also the ability to see the implications for the bigger picture.
- General knowledge of and the ability to perform minor repairs on the structure and functions of mechanical, plumbing, HVAC, and electrical systems.
- Knowledge of building maintenance methods.
- Knowledge of public procurement processes, including competitive bidding.
- Skill in project management.
- Skill in contract management and administration.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Skill and care in the operation of tools used.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued driver's License.
- A Certified Facility Manager (CFM) preferred.
- Certifications in skilled trades, such as HVAC, electrical, plumbing, etc. are preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision

POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Facility Maintenance Worker (PT)	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #158

and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

- The employee must be able to be on call 24 hours per day for building emergencies and to work at other than regular hours when needed to perform the duties of the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Supervisor Foreman	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #159

PURPOSE:

The Supervisor Foreman is responsible for all phases of the Public Services operations including highway, parks, buildings, grounds, and cemetery maintenance.

SCOPE:

Supervisor Foreman initiates and plans for day-to-day operations by reviewing work assignments, arranging acquisitions and disposition of necessary materials and equipment, and providing general directions and supervision to the work in progress. Reports employee problems, attendance control, evaluation of work performance and costs to the Assistant Director of Public Services. The scope of work, responsibility, and work assignment will be Township wide and assignments may be located at any Township facility or project under the jurisdiction of the assistant director, temporarily or permanently.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate heavy equipment such as: excavator, grader, backhoe, tractor, mower, dump truck, snow plow, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Performs quality control inspections.
- Maintains and repair physical facilities including water, sewer and irrigation pipelines, fire hydrants, machines and grounds; trim trees, shrubs and brush; spray chemicals as needed; paint, clean and lubricate pumps, motors and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.
- Prepares work documentation and reports and completes other necessary paperwork, such as customer service orders and complaint forms. Monitors and coordinates the work of Maintenance Workers, part-time and seasonal employees and assists with their employee performance evaluations.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.

POSITION TITLE Supervisor Foreman	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #159

- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

LICENSING & CERTIFICATION REQUIREMENTS:

- High School Graduate or equivalent. A valid Commercial Driver's License (CDL – Class A).
- Good working knowledge of operations, responsibilities and policies of the Public Services Department.
- Ability to plan, organize, and supervise.
- Able to operate a 3-ton dump truck and related snow equipment, loaders, mowers etc. used in the Public Services Department.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Maintenance Worker 2	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 13	**JOB ID:** #160

PURPOSE:

The Maintenance Worker is responsible for performing skilled maintenance of the Public Services operations including highway, parks, buildings, grounds, and cemetery maintenance.

SCOPE:

Maintenance of Township roads, grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate heavy equipment such as: excavator, grader, backhoe, tractor, mower, dump truck, snow plow, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Maintains and repair physical facilities including roads, ditches and highways, storm, sewer and irrigation pipelines/catch basins, fire hydrants, machines and grounds; trim trees, shrubs and brush; spray chemicals as needed; paint, clean and lubricate pumps, machines and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.
- Prepares work documentation and reports and completes other necessary paperwork, for the Supervisor Foreman.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

POSITION TITLE Maintenance Worker 2	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 13	**JOB ID:** #160

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid Commercial Driver's License (CDL-Class A).
- Six (6) months experience in the operation of a 3-ton truck.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Bus Driver (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #161

PURPOSE:

In cooperation with, and direction from the Public Services Assistant Director, maintain and promote the operations and programs of the Colerain Township Senior and Community Center program in order to meet the needs and desires of the senior population of the community.

SCOPE:

In cooperation with the Public Services Assistant Director, maintain and promote a safe, positive service for the clients using the Colerain Township Transportation program. The Transportation Driver will exhibit a warm, caring attitude toward the senior population.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for the safe, comfortable passage of clients/participants for nutrition site (Center), shopping and special event trips as needed.
- Responsible for maintaining a daily log of participants as well as monthly records as required by CTSC program, Council on Aging and the Colerain Township Trustees.
- Responsible for the daily vehicle pre-trip inspection in accordance with ODOT form and Council on Aging Title III transportation specifications.
- Responsible for the safety of the passengers while exercising sensitivity to individual needs and abilities and to assist those participants who might require transfer.
- Exercise courteous driving habits as befits a public transportation driver while demonstrating sensitivity to public opinion.
- Observe all federal, state and local traffic laws.
- Perform all other duties and assignments as assigned by the Public Services Assistant Director.

CRITICAL SKILLS / EXPERTISE:

- Ability to interact with the senior population in an easy, caring manner.
- Ability to understand and complete appropriate coordinating paperwork required by the program.
- Ability to assist/transfer those individuals that might require assistance when entering and exiting the vehicle.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued Driver's License.
- Licensing, training and certifications as required by the Council on Aging service specifications for Title III transportation preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

POSITION TITLE Bus Driver (PT)	STATUS Part Time – Non Exempt)
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #161

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Event Setup Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #162

PURPOSE:

The Event Setup Worker will be responsible for the general maintenance, setup, and cleanliness of the Senior and Community Center in order to facilitate the effective use or rental of the facility.

SCOPE:

The Event Setup Worker will perform all duties in a positive and professional manner, providing for the smooth operation of the Senior and Community Center.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Clean and prepare Senior & Community Center building before and after facility rentals.
- Set-up and breakdown of all tables and chairs before and after functions.
- Supervise rentals, enforce general rules and regulations of the rental contracts.
- Keep the facility clean throughout events, both inside and out, including but not limited to trash removal and pick up.
- Minor building and equipment maintenance.
- Additional duties include but are not limited to: minor landscaping, window cleaning, floor care, restroom cleaning, trash removal & pick-up inside and outside of facility.

CRITICAL SKILLS / EXPERTISE:

- Strong oral and written communication skills.
- Valid CPR and first aid certification, or the ability to obtain these certifications within probationary period.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- 18 years or older.
- Previous experience with janitorial work preferred.
- Must possess a valid State Issued Driver's License.
- High School diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job

POSITION TITLE Event Setup Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #162

description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Seasonal Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $12.00/hour-$16.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 7	**JOB ID:** #163

PURPOSE:

The Seasonal Maintenance Worker is responsible for assisting full time staff in the performance of skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, and senior center.

SCOPE:

Maintenance of Township roads, grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate equipment such as: grader, backhoe, tractor, mower, dump truck, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Maintains and repair physical facilities including roads, ditches and highways, storm, sewer and irrigation pipelines/catch basins, fire hydrants, machines and grounds; trim trees, shrubs and brush; paint, clean and lubricate pumps, machines and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defects of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

POSITION TITLE Seasonal Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $12.00/hour-$16.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 7	**JOB ID:** #163

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid State Driver's License
- High School diploma or equivalent

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Public Services Aide (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $16.00-$22.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #164-1

PURPOSE:

The Public Services Aide will be responsible for the general assistance in the Public Services department with functions such as special events, clerical duties, and other support services.

SCOPE:

The Public Services Aide will perform all duties in a positive and professional manner, providing for the smooth operation of the department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assist with shelter and ball field rental reservations.
- Assistance with set-up and breakdown of special events.
- Supervise special events when needed.
- Supporting staff through necessary clerical duties such as sorting mail, organizing invoices, answering phones, etc.
- Filing, scanning, organizing and maintaining records and filing systems.
- Writing, proofreading and distributing emails, letters, memos and reports.
- Performing data entry and maintaining databases and spreadsheets.
- Assisting with supply purchases and general errands of the department.
- May be assigned to special projects.
- Additional duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Strong oral and written communication skills.
- Ability to manage time effectively and efficiently.
- Keen attention to detail.
- Ability to work independently and with minimal supervision.
- Computer literacy and ability to learn new software.
- Experience with Microsoft Suite applications such as Excel and Word.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- 18 years or older.
- Previous experience with clerical work preferred.
- Must possess a valid State Issued Driver's License.
- High School diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

POSITION TITLE Public Services Aide (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $16.00-$22.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #164-1

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated December 9, 2025

POSITION TITLE Facility Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Facility Manager	**Salary Range:** $12.00/hour-$18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #167

PURPOSE:

Under the direction of the Facility Manager, the Facility Maintenance Worker is responsible for assisting full time staff in the performance of skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, senior center, fire stations and other Township owned properties as needed.

SCOPE:

Maintenance of Township equipment, machinery, facilities and accessory buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Assist with preventative maintenance and repairs for building systems, including:
  a) Pest Control
  b) Elevator
  c) Generators
  d) Boilers
  e) Irrigation
  f) HVAC
  g) Basic carpentry repairs
  h) Basic plumbing repairs
  i) Basic electric repairs
  j) Other repairs within scope of knowledge
- Minor repairs to small motors and heating and cooling systems.
- Paints interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replaces light bulbs and repairs fixtures.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to make minor repairs on facility related equipment.
- Good physical condition with no serious defects of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and facility maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent. Valid state issued Driver's License.
- A Certified Facility Manager (CFM) preferred.
- Certifications in skilled trades such as HVAC, electrical, plumbing, etc. is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending

POSITION TITLE Facility Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Facility Manager	**Salary Range:** $12.00/hour-$18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #167

upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Litter Laborer (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $15.00/hour-$18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #168

PURPOSE:

The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township's various commercial corridors within the Right of Way.

SCOPE:

Litter and trash removal throughout Colerain Township.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Safely operates equipment used in carrying out the maintenance operations in the Township related to the removal of refuse and trash in the right of way.
- Safely operates various hand tools, hammers, shovels etc.
- Performs various maintenance tasks in accordance with established procedures and performance standards, such as: trash pickup, mowing/trimming of grass, and graffiti removal.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by the Director of Public Services to ensure an accurate, efficient, and prompt complete response.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operating of motor vehicles.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to use hand tools, shovels, and other related equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent.
- Valid state driver's license.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Litter Laborer (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $15.00/hour-$18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #168

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Superintendent of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $70,000-$85,000
SUPERVISES Supervisor Foremen, Maintenance Worker 2	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #169

PURPOSE:

The Superintendent of Public Services is responsible for providing guidance, direction and coordination of the Parks and Roads Division maintenance operations including oversight of maintenance, supervision of personnel and budget administration. The Superintendent ensures that the divisions operate efficiently and effectively in its day-to-day business, enhancing collaboration across the department, the Township and the community. The Superintendent may also assist with long range planning, capital projects and maintenance for the Department. The Superintendent coordinates and provides guidance to Supervisor Foremen, Maintenance Workers, and acts as technical advisor on studies, projects and problem resolution teams. The Superintendent will plan for future work programs, determine the nature and scope of projects and will make staff assignments. This position performs the full range of duties of the Assistant Director in their absence and may serve other management functions as requested by the Assistant Director and/or the Assistant Township Administrator.

SCOPE:

The Superintendent of Public Services is responsible for the daily maintenance operations of the Public Services Parks and Roads Divisions. This position is an intermediate role intended to assist the Assistant Director of the Public Services Department with leadership and direction.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Oversee the daily maintenance operations of Parks and Roads Division. This will include the responsibility for scheduling, evaluating and disciplining staff.
- Directly oversees the maintenance of roads, including all snow and ice removal and other road improvements that will enhance the safety and welfare of the traveling public on Township roads.
- Serve as individual responsible for ensuring the township property under their control is maintained and improvements are made in a timely manner, including but not limited to the following tasks: ordering supplies and equipment, capital improvements - initiation and updating, and financial responsibilities associated with above.
- In the absence of the Assistant Director, serve as the Department Head over all daily operations.
- Coordinate with contractual landscaper for Township owned grounds care and maintenance.
- Oversee the maintenance of Colerain Township Historical Cemeteries.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Ensure Division employees comply with all applicable safety standards.
- Work closely with the development of the projects, including property acquisition, ensuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the Township and the agencies involved with property development projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township projects.
- Participate in budget process; prepare department budget for inclusion in Township budget; track expenditures to assure all are within budget.

POSITION TITLE Superintendent of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $70,000-$85,000
SUPERVISES Supervisor Foremen, Maintenance Worker 2	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #169

- Participate in the strategic planning process; assist with department strategic planning for inclusion in Township strategic planning; track operations to assure all are initiatives are completed and goals are met.
- Assists with the development of the multi-year capital plan for Parks and Roads.
- Assists with the Township Accreditation process through the APWA.
- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to ensure proper and efficient operations of the Colerain Township Public Services Parks and Road Divisions.

CRITICAL SKILLS / EXPERTISE:

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, Township officials, civic groups, and the general public.
- Hires, trains, and evaluates divisional staff, including delegating and prioritizing work. Mentors and provides coaching for employee development and growth. Works with employees to correct deficiencies.
- Manages performance measure data collection; performs analysis, presentations, and reporting as needed.
- Thorough knowledge of personnel and program management principles and practices, including administration, supervision and training of personnel.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices, and techniques of road management and stormwater infrastructure maintenance.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee divisional budgets.
- Able to apply for, and administer, grants to expand parks and road improvement projects.
- Ability to effectively manage employees in supervisory capacity.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING &

- A bachelor's degree in Parks and Recreation, public administration, or a related field and

POSITION TITLE Superintendent of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $70,000-$85,000
SUPERVISES Supervisor Foremen, Maintenance Worker 2	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #169

CERTIFICATION REQUIREMENTS:

three (3) to five (5) years of supervisory experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management.

- Must have experience which demonstrates an understanding of basic budgeting and fund accounting.
- Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms. Required to sit, stand at files, bend, stoop, lift, carry and walk. Maximum unassisted lift is 50 lbs.; average lift approximately 10 lbs.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.
- Generally, moderate physical effort is required to do office tasks and lead physical activities (indoor and outdoor). Requires ability to use keyboard, monitor and calculator and other office equipment as well as equipment for maintenance activities.
- Requires ability to communicate verbally in person and via telephone.
- Requires travel by car and driving locally and to distant sites.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated December 10, 2024

POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #999

PURPOSE:

The Laborer is responsible for performing semi-skilled maintenance of the Township facilities including garages, offices, public spaces and entrances, senior center and other facilities.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Dust.
- Wax.
- Clean desks, file cabinets, and other furniture.
- Maintain walls.
- Maintain fixtures.
- Wash or sweep windows, walls, floors, doors (from ground level).
- Maintain sidewalks.
- Clean restrooms.
- Keep paper supply container filled.
- Empty trash cans.
- Raise and lower flags.
- Sweep and shovel.
- Salt walkways or snow and ice.
- Manual labor incidental to the operation to which assigned.
- Trims grass and bushes.
- Paint, wash, and wax equipment.
- Pick up paper and other debris from grounds such as park, yards, around buildings.
- Wash dishes.
- Clean appliances.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operation of tools used.
- Knowledge of building maintenance methods.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued driver's license.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending

POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #999

upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Communications Specialist	STATUS Full Time – Non Exempt
REPORTS TO Township Administrator	**Salary Range:** $56,000-$76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #170

PURPOSE:

Under direction of the Township Administrator, the Communications Manager will be primarily responsible for coordinating, managing, and producing content for all of the Township's external communication platforms and will collaboratively work develop and disseminate internal communications.

SCOPE:

The Communications Manager will be responsible for enhancing the Township's internal and external communication through the use of the Township's e-newsletter, social media, and other media sources. This position requires a thorough knowledge of government operations and a background in data or communications.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Collaboratively works to develop and execute a Communications Plan for internal and external communications.
- Responsible for development of external communication regarding the Township's overall message, brand, and various successes.
- Responsible for development of internal communication regarding the Township's overall message, brand and various successes.
- Develops content for publishing in multiple mediums, including both print and electronic.
- Responsible for identifying ways to expand upon the Township's existing transparency initiatives and external facing platforms.
- Will serve as the social media content coordinator for the Township.
- Will be the lead crisis communications manager for the Township and may serve as Public Information Officer within the ICS.
- Will assist the Public Information Officers for the Police and Fire Department, when necessary.
- Works with Department Directors to develop, post, and analyze new datasets and communication pieces.
- Improves the overall communication efforts of the Township to external stakeholders through data visualization.
- Compiles, uploads, and updates all Departmental dashboards.
- Develops, edits, and updates external transparency reports.
- Analyzes program outcomes to measure the effectiveness and impacts of various initiatives on Township goals.
- Monitors Key Performance Indicators.
- Provides reports, featuring analysis of various complex datasets and will manage the Township's transparency portals.
- Provides analytical support and variance analysis to key internal and external stakeholders for year over year Transparency reporting.
- Uses data analysis to drive efficiency throughout the organization.
- Coordinates messaging on external marques.
- Works with local media outlets to share news about current events, programs and practices with the Township.

POSITION TITLE Communications Specialist	STATUS Full Time – Non Exempt
REPORTS TO Township Administrator	**Salary Range:** $56,000-$76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #170

- Produces various media content, including Township podcast and other videos to enhance Colerain Township's ability to communicate to residents.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Possesses and cultivates relationships with key contacts at newspapers, television and radio news organizations.
- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to communication of complex datasets.
- Ability to develop and maintain working relationships with employees and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Knowledge of local government systems and processes.
- Ability to lead and challenge multi-functional teams.
- Possesses a strong understanding of transparency, with an eye to improving transparency efforts.
- Leads by example, assisting the team with training, communications and daily tasks, where necessary to ensure any knowledge gaps, issues, etc.
- Possesses a strong organizational and analytical skill set.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduate of accredited four-year college or university with a degree in communications, public relations, business or public administration, or a closely related field.
- At least 3-5 years of relevant experience in data analytics or communications with a deep understanding of governmental systems.
- Highly proficient with computer systems (including Microsoft Office applications), with advanced presentation skills.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

POSITION TITLE Communications Specialist	STATUS Full Time – Non Exempt
REPORTS TO Township Administrator	**Salary Range:** $56,000-$76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #170

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Administrative Clerk	STATUS Full Time – Non Exempt
REPORTS TO Finance Manager	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #171-1

PURPOSE:

The Administrative Clerk will assist with processing payroll, accounts receivable, accounts payable, human resources, and the other ongoing work of the Administration. The Administrative Clerk will also assist with the management of the office, including customer service.

SCOPE:

The Administrative Clerk will play an integral role in the success of the Administration, providing critical support to multiple functions in the department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assist with processing payroll, including withholdings, and monthly, quarterly, and year end reporting.
- Assist with the accounts receivable and accounts payable functions, as well as the regular work of the finance function.
- Assist with the management of the office, including coordinating public records requests and providing excellent customer service.
- Assist with the human resources function.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to learn and navigate multiple forms of software, most importantly Microsoft Office.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Commitment to customer service.
- Strong communication skills, both written and oral.
- Ability to structure, prioritize, and manage multiple projects.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required. Graduate of accredited four-year college or university with a degree in accounting, finance, human resources, business or public administration, or a closely related field preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight,

POSITION TITLE Administrative Clerk	STATUS Full Time – Non Exempt
REPORTS TO Finance Manager	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #171-1

depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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SIGNATURE **PRINTED NAME**

Created October 10, 2024

POSITION TITLE Receptionist (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Township Administrator – Operations/Engagement	**Salary Range:** $16-$22 per hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #172-1

2PURPOSE:

The position of Receptionist is responsible for serving as the first line of communication between residents and the Township on non-public safety related items.

SCOPE:

The employee in this position serves as the first contact and first impression of Colerain Township's services to the community. This position requires excellent customer service skills and the ability to perform various tasks simultaneously. This position is part-time and is scheduled in concert with another part-time receptionist.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Answers telephones and routes calls to appropriate departments in a courteous and professional manner; provide routine information to customers and the general public.
- Greets incoming visitors to the administration building at the front window.
- Assists visitors in a professional and courteous manner to provide them with appropriate information or referral to the appropriate department based on the request while maintaining security as it relates to allowing individuals into the back office space.
- Maintains the general office filing system and distributes office mail.
- Assists with permit intake.
- Assists with outbound mailings.
- Works cooperatively with co-workers to support other administrative activities as determined by the Township.
- Familiarity with how the Township operates, having knowledge of each department's functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Assists with the input of complaints into the CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any "problem" areas that have arisen.
- Process payments/revenue for the Township such as permit fees and other revenue.
- Schedule meetings and update the Township electronic calendars.
- Provide clerical support to staff.
- Maintain the trust of superiors, peers (both internal and external) and abide by the established ethics of the profession.

CRITICAL SKILLS / EXPERTISE:

- Ability to report for duty dependably and punctually.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.
- Ability to learn and navigate multiple forms of software, most importantly Microsoft Office.
- Must have a keen sense of attention to detail and commitment to accuracy.

POSITION TITLE Receptionist (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Township Administrator – Operations/Engagement	**Salary Range:** $16-$22 per hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #172

- Commitment to customer service.
- Strong communication skills, both written and oral.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school education plus at least 2 years of general office experience which must include working collaboratively with the public and co-workers.
- Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs.
- Valid State of Ohio driver's license.
- Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Created October 10, 2024

POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $80,000-$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #180

PURPOSE:

The position of the Development Director reports directly to the Assistant Township Administrator of Finance and Development to advance the development interests of the Township, including residential, commercial, retail, and industrial sectors.

SCOPE:

Under the supervision of the Assistant Township Administrator, this position will perform a variety of routine and complex tasks such as: oversight of the zoning function, program management, and business attraction, retention, and expansion.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Serves as a liaison to businesses and civic groups of Colerain Township.
- Recruits and retains businesses into the community.
- Leads economic development efforts of the Township.
- Prepares and processes grant applications that support economic development efforts.
- Represents the township at various functions that are dedicated to the promotion of economic development.
- Works with developers to promote business and residential development throughout the Township.
- Administers the Township's Community Development Block Grant program.
- Analyzes pro-formas and requests for economic development assistance, including TIFs, CRA, and other financial models.
- Works with outside agencies such as REDI, the Port, HCDC, OKI, and others to secure grant funding and support for economic development projects.
- Serves as the Executive Director to the Colerain Township Community Improvement Corporation.
- Coordinates any business recognition programs.
- Manages economic development contracts, reporting and compliance.
- Develops a strategic network of contacts, including real estate professionals, developers, business executives, business organizations, government agencies and civic groups to promote development and identify business opportunities within Colerain Township.
- Develops and implements a strategic plan for business retention, expansion, and attraction.
- Coordinates with other departments and development agencies, public and private, to streamline the business development process.
- Conducts charettes with community members on key property redevelopments and long-term neighborhood visioning.
- Program administration for residential redevelopment activities, including any façade repair programs.
- Leads and works to establish business improvement districts throughout the Township.
- Other duties as assigned.

POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $80,000-$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #180

CRITICAL SKILLS / EXPERTISE:

- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient customer service delivery to stakeholders, staff and elected officials.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing land use.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Ability to network and form relationships with community organizations and individuals to further department goals.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Public Administration, Public Affairs, or related field.
- A master's degree in planning, public administration, business, finance, or a closely related discipline is preferred.
- Must possess a minimum of five (5) years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $80,000-$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #180

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which includes meetings of the Board of Trustees, Board of Zoning Appeals and Zoning Commission.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Senior Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $53,000-$75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #181

PURPOSE:

The position of the Senior Planner/Development Officer reports directly to the Director of Development to ensure compliance with the Colerain Township Zoning Resolution and contribute to long and short range planning programs of the Township, including the development and implementation of land use or other township plans and policies and potentially production of graphic content for various departments (including GIS).

SCOPE:

Under the supervision of the Director of Development, this position will perform a variety of routine and complex tasks such as: review of site and construction plans; conduct field inspections of signage, new construction, and existing properties.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- May serve as staff to the Township Zoning Commission and/or the Board of Zoning and Appeals at regular meetings and public hearings.
- Prepares, researches, and processes cases filed before the Township Zoning Commission and Board of Zoning Appeals.
- Coordinate reviews with other government agencies, and maintain accurate records of all cases.
- Assist with periodic updates of the Comprehensive Plan and Zoning Resolution.
- Prepare GIS related maps, implement and maintain zoning permit software and database, data gathering, and assist the public.
- Prepare Record of Proceedings from Zoning Commission meetings for zoning applications to be included in case files.
- Assists in matters dealing with zoning, including advising the public concerning the rules and regulations.
- Assists in review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Assists in collection of data required for special projects.
- Assists in review of zoning maps and preparation of studies and reports for projects as assigned.
- Review of permits, site plans, and zoning amendment requests.
- May be designated to serve as the Zoning Administrator for the Township.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite, ArcGIS, Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.
- Ability to apply Township policies and procedures.

POSITION TITLE Senior Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $53,000-$75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #181

- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to maintain cooperative working relationships with all levels of the Township.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing environmental and land use.
- Knowledge of site plan review methods.
- Knowledge of principles of project management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- AICP certification preferred or ability to obtain AICP certification. Professional certification in property maintenance and enforcement helpful but not required.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess a minimum of three years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

PHYSICAL & MENTAL REQUIREMENTS:

- Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation is provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain finished grade material.

EMPLOYEE ACKNOWLEDGEMENT:

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

SIGNATURE **PRINTED NAME**

Updated October 5, 2023

POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 2	**JOB ID:** #182

PURPOSE:

The position of Planner reports directly to the Development Director to assist in the compliance of the Township's Vacant Registries, with preparation of materials for the Zoning Commission and Board of Zoning Appeals, production of graphic content for various departments (including GIS) and permitting.

SCOPE:

Under general supervision, assists the Development Director in the performance of planning duties and other zoning matters related to amendments, enforcement, and other activities incumbent upon the Development Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administer the Vacant Foreclosed Property Registry Program and Vacant Building Maintenance License Program.
- Process and set up files for incoming cases to the Board of Zoning Appeals and Zoning Commission, send notices to applicants of the scheduled hearing/meeting dates, and maintain files through the process.
- Process incoming zoning certificate applications for approval by the Development Director.
- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.
- Prepare legal notices for publication and notices to all parties of interest of all zoning related public hearings before the Board of Zoning Appeals, Zoning Commission and the Board of Trustees.
- Prepare agendas and staff reports for the Board of Zoning Appeals and Zoning Commission meetings and mail out meeting packets to appropriate Boards, upload meeting packets to Township website, and sets up Chamber for meetings.
- Act as Recording Secretary for Board of Zoning Appeals and the Zoning Commission.
- Attend meetings and prepare meeting minutes. Upload approved minutes to Township website and maintain official meeting minute books.
- Prepare annual calendars for the Board of Zoning Appeals and the Zoning Commission.
- Assists in matters dealing with zoning, including advising the public concerning the rules and regulations.
- Assists in review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Assists in collection of data required for special projects.
- Assists in review of zoning maps and preparation of studies and reports for projects as assigned.
- Assist all departments in their use of Geographic Information Systems as needed.
- Assist all departments in data analysis, display and interpretation as needed.
- Perform other duties as required or as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment,

POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 2	**JOB ID:** #182

high intensity computer projections, and other equipment germane to this position.

- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Exceptional customer service skills.
- Ability to interpret a variety of instructions in oral, written or other forms.
- Ability to collect data, establish facts and draw valid conclusions.
- Ability to prepare and maintain concise and accurate records and reports.
- Ability to maintain good rapport with Township departments, board members and other agencies relative to issues of zoning.
- Ability to cooperate with others on projects of mutual concern as well as plan project implementation.
- Ability to operate a computer terminal and communicate effectively in oral and written form.
- Ability to develop and maintain effective working relationships with coworkers and the public.
- Ability to read, inspect, and understand construction plans, site plans and drawings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Ability to obtain AICP certification.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, Public Administration, Public Affairs, or a related field.
- Must possess relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 2	**JOB ID:** #182

Regular and predictable attendance as established by Administration which may include meetings of the Board of Trustees, Board of Zoning Appeals and Zoning Commission.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #999

PURPOSE:

The Laborer is responsible for performing semi-skilled maintenance of the Township facilities including garages, offices, public spaces and entrances, senior center and other facilities.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Dust.
- Wax.
- Clean desks, file cabinets, and other furniture.
- Maintain walls.
- Maintain fixtures.
- Wash or sweep windows, walls, floors, doors (from ground level).
- Maintain sidewalks.
- Clean restrooms.
- Keep paper supply container filled.
- Empty trash cans.
- Raise and lower flags.
- Sweep and shovel.
- Salt walkways or snow and ice.
- Manual labor incidental to the operation to which assigned.
- Trims grass and bushes.
- Paint, wash, and wax equipment.
- Pick up paper and other debris from grounds such as park, yards, around buildings.
- Wash dishes.
- Clean appliances.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operation of tools used.
- Knowledge of building maintenance methods.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued driver's license.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending

POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #999

upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

FTE?	Department	Position	Job Code	Position Number
FT	Administration	Township Administrator	100	1001
FT	Administration	Assistant Township Administrator-	101	1002
FT	Administration	Asst Township Administrator-Finar	102	1003
FT	Administration	IT Director	103	1011
FT	Administration	Finance Manager	104-1	1012
FT	Administration	Accounting Specialist AR	105	1013
FT	Administration	Accounting Specialist AP	105	1014
FT	Administration	Human Resources Manager	106-1	1020
FT	Administration	Office Manager	107	1021
FT	Administration	Administrative Clerk	171-1	1022
PT	Administration	Receptionist (PT)	172-1	1023
PT	Administration	Receptionist (PT)	172-1	1024
FT	Administration	Communications Specialist	170	1025
FT	Fire & EMS	Fire Chief	108	2001
FT	Fire & EMS	Assistant Fire Chief of Administrati	110	2002
FT	Fire & EMS	Assistant Fire Chief of Operations	109	2003
FT	Fire & EMS	Vehicle Fleet Manager	117	2004
FT	Fire & EMS	Fleet Mechanic Technician I	132	2005
FT	Fire & EMS	Fleet Mechanic Technician II	133	2006
PT	Fire & EMS	Fleet Mechanic Technician (PT)	118	2007
PT	Fire & EMS	Co-Op Fleet Mechanic Technician	119	2008
FT	Fire & EMS	Admin Training Asst	120	2010
FT	Fire & EMS	Exectutive Assistant	111	2011
PT	Fire & EMS	Division Chief (PT)	112	2012
PT	Fire & EMS	Division Chief (PT)	112	2013
PT	Fire & EMS	Reservist (PT)	113	2014
PT	Fire & EMS	Reservist - Public Educator (PT)	115	2015
PT	Fire & EMS	Reservist - Public Educator (PT)	115	2016
PT	Fire & EMS	Reservist - Public Educator (PT)	115	2017
FT	Fire & EMS	Fire Safety Inspector	128	2018
FT	Fire & EMS	Community Paramedic	131	2019
PT	Fire & EMS	Fire Safety Inspector (PT)	114	2020
PT	Fire & EMS	Fire Hydrant Maintenance Worker	116	2029
FT	Fire & EMS	Battalion Chief	122	2101
FT	Fire & EMS	Battalion Chief	122	2102
FT	Fire & EMS	Battalion Chief	122	2103
FT	Fire & EMS	Captain - Emergency Medical Servi	123	2110
FT	Fire & EMS	Captain - Community Risk Reducti	124	2111
FT	Fire & EMS	Captain - Community Risk Reducti	125	2112
FT	Fire & EMS	Fire Captain	126	2113
FT	Fire & EMS	Fire Captain	126	2116
FT	Fire & EMS	Fire Captain	126	2117
FT	Fire & EMS	Fire Captain	126	2118

FT	Fire & EMS	Fire Captain	126	2119
FT	Fire & EMS	Fire Captain	126	2120
FT	Fire & EMS	Fire Lieutenant	127	2150
FT	Fire & EMS	Fire Lieutenant	127	2151
FT	Fire & EMS	Fire Lieutenant	127	2152
FT	Fire & EMS	Fire Lieutenant	127	2153
FT	Fire & EMS	Fire Lieutenant	127	2154
FT	Fire & EMS	Fire Lieutenant	127	2155
FT	Fire & EMS	Fire Lieutenant	127	2156
FT	Fire & EMS	Fire Lieutenant	127	2157
FT	Fire & EMS	Fire Lieutenant	127	2158
FT	Fire & EMS	Fire Lieutenant	127	2159
FT	Fire & EMS	Fire Lieutenant	127	2160
FT	Fire & EMS	Fire Lieutenant	127	2161
FT	Fire & EMS	Firefighter EMT	129	2201
FT	Fire & EMS	Firefighter EMT	129	2202
FT	Fire & EMS	Firefighter EMT	129	2203
FT	Fire & EMS	Firefighter EMT	129	2204
FT	Fire & EMS	Firefighter EMT	129	2205
FT	Fire & EMS	Firefighter EMT	129	2206
FT	Fire & EMS	Firefighter EMT	129	2207
FT	Fire & EMS	Firefighter EMT	129	2208
FT	Fire & EMS	Firefighter EMT	129	2209
FT	Fire & EMS	Firefighter EMT	129	2210
FT	Fire & EMS	Firefighter EMT	129	2211
FT	Fire & EMS	Firefighter EMT	129	2212
FT	Fire & EMS	Firefighter EMT	129	2213
FT	Fire & EMS	Firefighter EMT	129	2214
FT	Fire & EMS	Firefighter EMT	129	2215
FT	Fire & EMS	Firefighter EMT	129	2216
FT	Fire & EMS	Firefighter EMT	129	2217
FT	Fire & EMS	Firefighter EMT	129	2218
FT	Fire & EMS	Firefighter EMT	129	2219
FT	Fire & EMS	Firefighter EMT	129	2220
FT	Fire & EMS	Firefighter EMT	129	2221
FT	Fire & EMS	Firefighter EMT	129	2222
FT	Fire & EMS	Firefighter EMT	129	2223
FT	Fire & EMS	Firefighter EMT	129	2224
FT	Fire & EMS	Firefighter EMT	129	2225
FT	Fire & EMS	Firefighter EMT	129	2226
FT	Fire & EMS	Firefighter EMT	129	2227
FT	Fire & EMS	Firefighter EMT	129	2228
FT	Fire & EMS	Firefighter EMT	129	2229
FT	Fire & EMS	Firefighter EMT	129	2230

FT	Fire & EMS	Firefighter EMT	129	2231
FT	Fire & EMS	Firefighter EMT	129	2232
FT	Fire & EMS	Firefighter EMT	129	2233
FT	Fire & EMS	Firefighter EMT	129	2234
FT	Fire & EMS	Firefighter EMT	129	2235
FT	Fire & EMS	Firefighter EMT	129	2236
FT	Fire & EMS	Firefighter EMT	129	2237
FT	Fire & EMS	Firefighter EMT	129	2238
FT	Fire & EMS	Firefighter EMT	129	2239
FT	Fire & EMS	Firefighter EMT	129	2240
FT	Fire & EMS	Firefighter EMT	129	2241
FT	Fire & EMS	Firefighter EMT	129	2242
FT	Fire & EMS	Firefighter EMT	129	2243
FT	Fire & EMS	Firefighter EMT	129	2244
FT	Fire & EMS	Firefighter EMT	129	2245
FT	Fire & EMS	Firefighter EMT	129	2246
FT	Fire & EMS	Firefighter EMT	129	2247
FT	Fire & EMS	Firefighter EMT	129	2248
FT	Fire & EMS	Firefighter EMT	129	2249
FT	Fire & EMS	Firefighter EMT	129	2250
FT	Fire & EMS	Firefighter EMT	129	2251
FT	Fire & EMS	Firefighter EMT	129	2252
FT	Fire & EMS	Firefighter EMT	129	2253
FT	Fire & EMS	Firefighter EMT	129	2254
FT	Fire & EMS	Firefighter EMT	129	2255
FT	Fire & EMS	Firefighter EMT	129	2256
FT	Fire & EMS	Firefighter EMT	129	2257
FT	Fire & EMS	Firefighter EMT	129	2260
FT	Fire & EMS	Firefighter EMT	129	2261
FT	Fire & EMS	Firefighter EMT	129	2262
FT	Fire & EMS	Firefighter EMT	129	2263
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2401
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2402
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2403
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2404
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2405
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2406
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2407
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2408
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2409
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2410
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2411
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2412
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2413
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2414

PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2415
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2416
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2417
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2418
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2419
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2420
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2421
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2422
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2423
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2424
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2425
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2426
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2427
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2428
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2429
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2430
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2431
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2432
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2433
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2434
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2435
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2436
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2437
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2438
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2439
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2440
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2441
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2442
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2443
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2444
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2445
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2446
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2447
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2448
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2449
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2450
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2451
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2452
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2454
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2455
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2456
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2457
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2457
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2458
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2458
PT	Fire & EMS	PT Firefighter Paramedic/EMT	130	2459

PT	Fire & EMS	Fire Recruit	130	2464
PT	Fire & EMS	Fire Recruit	130	2465
PT	Fire & EMS	Fire Recruit	130	2466
PT	Fire & EMS	Fire Recruit	130	2467
PT	Fire & EMS	Fire Recruit	130	2468
PT	Fire & EMS	Fire Recruit	130	2469
PT	Fire & EMS	Fire Recruit	130	2470
PT	Fire & EMS	Fire Recruit	130	2471
PT	Fire & EMS	Fire Recruit	130	2472
PT	Fire & EMS	Fire Recruit	130	2473
PT	Fire & EMS	Fire Recruit	130	2474
PT	Fire & EMS	Fire Recruit	130	2475
PT	Fire & EMS	Fire Recruit	130	2476
PT	Fire & EMS	Fire Recruit	130	2477
PT	Fire & EMS	Fire Recruit	130	2478
PT	Fire & EMS	Fire Recruit	130	2479
PT	Fire & EMS	Fire Recruit	130	2480
PT	Fire & EMS	Fire Recruit	130	2481
PT	Fire & EMS	Fire Recruit	130	2482
PT	Fire & EMS	Fire Recruit	130	2483
FT	Development	Director of Development	180	3001
FT	Development	Senior Planner	181	3002
FT	Police	Code Enforcement Specialist	146	3003
FT	Development	Planner	182	3004
FT	Development	Planner	182	3005
FT	Police	Code Enforcement Specialist	146	3101
PT	Police	Code Enforcement Specialist (PT)	147	3102
PT	Police	Environmental Crimes Specialist (F	148	3103
FT	Police	Police Chief	136	4001
FT	Police	Lieutenant	137	4002
FT	Police	Lieutenant	137	4003
FT	Police	Lieutenant	137	4004
FT	Police	Sergeant	138	4010
FT	Police	Sergeant	138	4011
FT	Police	Sergeant	138	4012
FT	Police	Sergeant	138	4013
FT	Police	Sergeant	138	4014
FT	Police	Sergeant	138	4015
FT	Police	Sergeant	138	4016
FT	Police	Sergeant	138	4017
FT	Police	Sergeant	138	4018
FT	Police	Police Officer	139	4020
FT	Police	Police Officer	139	4021
FT	Police	Police Officer	139	4022
FT	Police	Police Officer	139	4023

FT	Police	Police Officer	139	4024
FT	Police	Police Officer	139	4025
FT	Police	Police Officer	139	4026
FT	Police	Police Officer	139	4027
FT	Police	Police Officer	139	4028
FT	Police	Police Officer	139	4029
FT	Police	Police Officer	139	4030
FT	Police	Police Officer	139	4031
FT	Police	Police Officer	139	4031
FT	Police	Police Officer	139	4032
FT	Police	Police Officer	139	4032
FT	Police	Police Officer	139	4033
FT	Police	Police Officer	139	4033
FT	Police	Police Officer	139	4034
FT	Police	Police Officer	139	4034
FT	Police	Police Officer	139	4035
FT	Police	Police Officer	139	4035
FT	Police	Police Officer	139	4036
FT	Police	Police Officer	139	4036
FT	Police	Police Officer	139	4037
FT	Police	Police Officer	139	4038
FT	Police	Police Officer	139	4039
FT	Police	Police Officer	139	4040
FT	Police	Police Officer	139	4041
FT	Police	Police Officer	139	4042
FT	Police	Police Officer	139	4043
FT	Police	Police Officer	139	4044
FT	Police	Police Officer	139	4045
FT	Police	Police Officer	139	4046
FT	Police	Police Officer	139	4047
FT	Police	Police Officer	139	4048
FT	Police	Police Officer	139	4049
FT	Police	Police Officer	139	4050
FT	Police	Police Officer	139	4051
FT	Police	Police Officer	139	4052
FT	Police	Police Officer	139	4053
FT	Police	Police Officer	139	4054
FT	Police	Police Officer	139	4055
FT	Police	Police Officer	139	4056
FT	Police	Police Officer	139	4057
FT	Police	Police Officer	139	4058
FT	Police	Police Officer	139	4059
FT	Police	Police Officer	139	4060
FT	Police	Police Officer	139	4061

FT	Police	Police Officer	139	4062
FT	Police	Police Officer	139	4063
FT	Police	Police Officer	139	4064
FT	Police	Police Officer	139	4065
FT	Police	Police Officer	139	4066
FT	Police	Police Officer	139	4067
FT	Police	Police Officer	139	4068
FT	Police	Police Cadet	140	4069
FT	Police	Administrative Assistant - Police	141	4100
FT	Police	Civillian Supervisor	142	4101
FT	Police	Police Clerk	143	4102
FT	Police	Police Clerk	143	4103
FT	Police	Police Clerk	143	4104
FT	Police	Police Clerk	143	4105
FT	Police	Police Clerk	143	4106
FT	Police	Police Clerk	143	4107
FT	Police	Police Clerk	143	4108
FT	Police	Police Clerk	143	4109
PT	Police	Police Clerk (PT)	144	4110
PT	Police	Police Clerk (PT)	144	4111
PT	Police	Police Clerk (PT)	144	4112
PT	Police	Police Clerk (PT)	144	4113
PT	Police	Police Clerk (PT)	144	4114
PT	Police	Police Clerk (PT)	144	4115
PT	Police	Police Clerk (PT)	144	4116
PT	Police	Police Clerk (PT)	144	4117
PT	Police	School Safety Officer (PT)	145	4120
PT	Police	School Safety Officer (PT)	145	4121
PT	Police	School Safety Officer (PT)	145	4122
PT	Police	School Safety Officer (PT)	145	4123
PT	Police	School Safety Officer (PT)	145	4124
PT	Police	School Safety Officer (PT)	145	4125
PT	Police	School Safety Officer (PT)	145	4126
PT	Police	School Safety Officer (PT)	145	4127
FT	Police	Police Officer Recruit	150	4125
FT	Public Services	Assistant Director of Public Service	156	5001
FT	Public Services	Event Coordinator	157	5002
FT	Public Services	Facility Manager	158	5003
FT	Public Services	Superintendent of Public Services	169	5004
FT	Public Services	Supervisor Foreman	159	5010
FT	Public Services	Supervisor Foreman	159	5011
FT	Public Services	Maintenance Worker	160	5020
FT	Public Services	Maintenance Worker	160	5021
FT	Public Services	Maintenance Worker	160	5022

FT	Public Services	Maintenance Worker	160	5023
FT	Public Services	Maintenance Worker	160	5024
FT	Public Services	Maintenance Worker	160	5025
FT	Public Services	Maintenance Worker	160	5026
FT	Public Services	Maintenance Worker	160	5027
FT	Public Services	Maintenance Worker	160	5028
FT	Public Services	Maintenance Worker	160	5029
FT	Public Services	Maintenance Worker	160	5030
FT	Public Services	Maintenance Worker	160	5031
FT	Public Services	Maintenance Worker	160	5032
PT	Public Services	PT Bus Driver	161	5101
PT	Public Services	PT Event Setup Worker	162	5102
PT	Public Services	PT Event Setup Worker	162	5103
PT	Public Services	PT Seasonal Maintenance Worker	163	5104
PT	Public Services	PT Seasonal Maintenance Worker	163	5105
PT	Public Services	PT Seasonal Maintenance Worker	163	5106
PT	Public Services	PT Seasonal Maintenance Worker	163	5107
PT	Public Services	PT Seasonal Maintenance Worker	163	5108
PT	Public Services	PT Seasonal Maintenance Worker	163	5109
PT	Public Services	PT Seasonal Maintenance Worker	163	5110
PT	Public Services	PT Public Serivices Aide	164-1	5111
PT	Public Services	Facility Maintenance Worker (PT)	167	5112
PT	Public Services	Litter Laborer (PT)	168	5130
PT	Public Services	Litter Laborer (PT)	168	5131
PT	Public Services	Litter Laborer (PT)	168	5132

ADMINISTRATION

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

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

Resolution to Adopt the Updated Township Policy Book

Recommend ADOPTION of the Resolution.

Rationale:

The policy book for Colerain Township was recently adopted in September of 2025. Since that date, the Auditor of State has published two bulletins that require policy updates in order to be compliant. These updates and other policies for potential inclusion include:

- Policy 1.4 Employment Process Policy: Clarifies that, along with newly hired employees, any newly promoted employee or an employee who voluntarily transfers into a new position is also subject to a twelve (12) month probationary period.
- Policy 1.16 Training and Travel Policy: Updates the Auditor of State language that permits employees to use travel rewards from official business travel within certain guidelines.
- Policy 2.2 Purchasing Policy: Clarifies the Auditor of State's guidance to specify that employees cannot be reimbursed for sales tax paid out-of-pocket when making tax-exempt purchases with personal funds.
- Policy 4.11 Abandoned Waste Receptacle Removal Policy: This is a new policy that grants a contractor authority to dispose of "Property of Colerain Township" receptacles that are damaged and can not be salvaged during property abatements.

1.16 COLERAIN TOWNSHIP
TRAINING AND TRAVEL POLICY

PURPOSE

The Township recognizes that there is likely a need for employees to travel to various types of training in order to further the employees' expertise. It is also understood that training provides a mutual benefit to both the employee and Township that will allow for enhanced operations and greater efficiency in service delivery. Training is encouraged and this policy directly addresses Township related expenses, such as mileage and meals.

TOWNSHIP REIMBURSEMENT

1. The Township may reimburse employees for expenses incurred while conducting business outside of the Township. Department Directors may also authorize in advance the reimbursement of expenses incurred while employees attend schools of instruction, institutes, or seminars of a nature directly relating to the art and science of their particular employment.

2. All requests for travel and training must be approved by the Department Director before any expenses are incurred. The Department Director should verify that there are sufficient funds in the training budget and that a purchase order or blanket certificate exists to cover the training. Employees may submit a request for training/travel form to their Department Director for approval.

3. The costs for registration, transportation, and lodging shall be reimbursed at a rate of the actual amount expended. Employees should submit a copy of the completed, signed travel expense reimbursement form or similar travel reimbursement approval documentation, along with a copy of all receipts. However, in those unusual circumstances in which receipts are not available, the following procedures should be followed:
    a. Document time, date and type of expenditure, along with reason for lack of receipt.
    b. Submit each individual non-receipt expense for approval by the Department Director.
        i. The Department Director must authorize, in writing, the approval of any such non-receipted items.

4. In each case (receipt and non-receipt), the overall expense must be submitted for authorization by the Department Director. The Board of Trustees are confident that none of the Township employees will take advantage of this benefit by abusing the fact that there is a "no limit per expense item." It is a known fact that travel expenses (lodging, meals) vary greatly across the country, consequently the reimbursement costs will also vary. Employees shall not engage in training or travel if there is not adequate funding available. Travel requiring overnight stays shall be pre-approved by the Department Director and the travel form should be saved internally, in accordance with the Township's records retention schedule.

PER DIEM

1. In lieu of providing receipts for meals and incidentals, the Township will provide daily per diem in accordance with the U.S. General Services Administration (GSA) schedule for meals and incidental expenses based on the location of the meeting/conference.

2. In no way does this policy on travel expenses require or obligate Colerain Township to pay for any expenses that are deemed inappropriate by the Employer. As a reminder, the use of a Township issued credit card or similar card should not be used for meal expenses.

MILEAGE

Under certain circumstances, employees may be required to travel to a location other than their normal workplace as part of their daily duties or for training. When this occurs, an employee will be eligible to submit a request for mileage reimbursement. All mileage incurred on an employee's privately owned vehicle related to work functions is eligible for this reimbursement. Note, commuting expenses to an employee's worksite are not eligible for reimbursement.

Travel that will be submitted for a mileage reimbursement must be by the most direct route to the final location, unless an alternate route is more efficient or saves time.

In order to receive the mileage reimbursement, the employee must complete the mileage reimbursement form. Employees will be reimbursed at a rate of at the rate equal to that allowed by the Federal Government for private auto travel, or other rate determined by the Board of Trustees. Employees must submit any and all requests for reimbursement by the end of the month in which the mileage was earned.

A Department Director may reject a request for mileage reimbursement, provided they offer an appropriate rationale for the rejection in writing.

TRAVEL REWARDS

Under the Auditor of State's Office decision regarding travel rewards in Advisory Opinion No. 2025-02, employees who are traveling for business are permitted to use travel rewards that have been earned during official business travel, provided:

- Rewards are earned in the same manner as the general public.
- Rewards do not impose additional costs on the public office.
- The airline, hotel, vendor, etc., are not selected just to earn the reward points for themselves.

The Advisory Opinion also states that personal use of rewards earned during official business travel does not constitute additional compensation.

2.2 COLERAIN TOWNSHIP PURCHASING POLICY

PURPOSE

In the course of general business and operations, Colerain Township will be required to make various purchases of goods and services. This policy outlines the rules and requirements that all Township employees and elected officials must follow in order to make a purchase. This policy is intended to conform with State of Ohio law and best practices for government procurement.

GENERAL PURCHASING PROCESS

The process of making a purchase shall generally be as follows:

1. Obtain a price for the purchase consistent with Township procurement section of this policy;
2. Identify whether the funds have been budgeted for the purchase;
3. Open a PO or SBC for the purchase;
4. Proposal or contract for the purchase is signed by Township Administrator or designated Acting Administrator as identified in a personnel order;
5. Purchase is made as delegated by the Board of Trustees (as a reminder, the Township is exempt from sales tax);
    ~~5.~~a. Township purchases that are exempt from sales tax includes purchases made with personal funding such as cash, credit cards or checks. This expense is non-refundable.
6. Invoice is processed and paid.

GENERAL PRACTICES: PROCUREMENT

Employees will use the following standards when securing pricing for purchases.

- There are no special procurement practices for purchases under $2,500.
- Unless exempted below, a demonstrable attempt must be made to gather three price quotes for purchases between $2,500 and up to the Ohio Revised Code current public bidding threshold amount.
- Any purchase at or above the Ohio Revised Code current public bidding threshold amount must go out for competitive bid, consistent with the provisions of the competitive bidding section of this policy.

There are several exemptions to the procurement rules stated above. The list below demonstrates all items that are exempted from general procurement practices per state law via Ohio Revised Code (ORC) section 307.86. In general, Colerain Township will, as a matter of best practice, obtain a minimum of three quotes on these items, even if they are exempt from competitive bidding.

1. Any State of Ohio Department of Administrative Services contract
2. Any State of Ohio Department of Transportation contract

3. Accounting Services
4. Architectural Services
5. Attorney Services
6. Physician Services
7. Appraisal Services
8. Professional Consulting Services
9. Sole source vendors or items (with proper documentation)
10. Land purchases and sales through the Colerain CIC
11. Any jointly purchased item per Ohio Revised Code section 9.48

GENERAL PRACTICES: PURCHASE ORDERS

As part of the purchasing process, the Ohio Revised Code (ORC 5705.41 (D)) requires that a Purchase Order (PO) with a certificate from the Fiscal Officer stating that funds are available must be created prior to the incurrence of an expense. In short, before a purchase is made or a contract is signed, a PO must be processed by the Fiscal Officer. On all Township POs, the Trustees or their designee must approve the PO. When the Trustees' purchasing policy is followed (i.e. the appropriate level of authorization has been received), the purchase order will be deemed to be approved once the Fiscal Officer has signed as certifying the availability of funds.

There are three types of purchase orders, which all contain the Fiscal Officer's certificate of available funds and can be applied toward purchases:

Regular Purchase Order (PO)

A PO is issued when the purchase of specific items is planned from one vendor. It can be used for any amount and can be over multiple appropriation account codes. It is valid until the contract is fulfilled or canceled. To cancel the remaining balance on a PO, one should indicate that the PO should be closed on the final invoice.

Regular POs can be used for the same vendor for several invoices worth of purchases.

Super Blanket Certificates (SBC)

A SBC can be opened for any amount and can be used on multiple vendors. They are valid until the end of the fiscal year and are restricted to one appropriation line. The following are acceptable SBC purchases:

- Architectural Services
- Attorney/Legal Services
- Consultant Services
- Professional Engineering Services
- Fuel oil and gasoline
- Food items
- Roadway materials
- Utilities

- Any other specific expenditure that is a recurring and reasonably predictable operation expense and is exempt from competitive bidding

Then and Now PO

- To the extent possible, these should be used only in emergency situations**.** This means that the situation must be unforeseen, unplanned, and requiring immediate action, such as the towing of a broken-down vehicle, not routine vehicle maintenance. A Then and Now PO is used for purchases where prior certification of funds was not able to be obtained before the contract or order involving the expenditure of money was made.

Opening a Regular Purchase Order, Then and Now Purchase Order, or Super Blanket Certificate

To open a purchase order, departments must send a requisition request to the Finance Specialist, Accounting Specialist, or Public Safety Administrative Assistant assigned to said department. This request should include the vendor name, dollar amount, line item code, and include the Department Head's signature. Prior to requesting a PO, the Department Head should ensure that there are sufficient appropriations available to support the PO. It is prudent to have at all times an open POs or SBCs with a sufficient balance to cover your regular monthly expenses (electric, telephone, etc.) and to open a new PO or increase an existing PO when your balances are getting low.

The Township Administrator can approve any PO that is $2,500 or less per ORC 507.11 (A). Any PO that exceeds that amount must first be reviewed by the Township Administrator, who will initial the PO, and then be approved by signature of the Fiscal Officer and two of the three Township Trustees.

GENERAL PRACTICES: CONTRACTS

Only the Township Administrator has been given the authority to execute contracts on behalf of the Township. This authority may not be delegated. Pursuant to motion adopted on January 22, 2019, the Township Administrator may execute contracts in the amount of $10,000.00 or less without the prior approval of the Township Trustees. Any contract over $10,000.00 must be approved by the Township Trustees before they are executed by the Township Administrator.

GENERAL PRACTICES: INVOICES

All invoices must be promptly processed and sent to the Finance Department for payment, as soon as they are received, unless invoice is being questioned. The following steps represent the process each department should follow to ensure that all invoices are properly and promptly paid.

1. All invoices shall immediately be sent to the Finance personnel assigned to the department.
2. Each invoice is stamped, so the SBC/PO number assigned, the amount, and the date of processing can be recorded.
3. The invoice will then be routed to the Department Head for review and approval by signature.

4. The Department Head will verify that the goods and services received are correct. If the goods or services are not correct, then the Department Head shall dispute the charges and no invoices shall be paid until the dispute is resolved.
5. If the invoice is correct, the Department Head will return the signed invoice to the Finance Department as soon as possible.

PURCHASING ABILITY

No one has the authority to make a purchase without an approved purchase order (except in the rare set of instances where a "Then and Now" Purchase Order is used). Once an approved purchase order has been created, The Township Administrator, Assistant Township Administrator, or Department Head may delegate the ability to make a purchase. No one may make a purchase without authorization from their Department Head. Department Heads giving an employee authorization to purchase should ensure the employee understands this policy and his/her purchasing limits. Please note, the employee making purchases may be responsible for the cost of the purchase if this policy is not followed.

COMPETITIVE BIDDING

Competitive bidding rules and regulations are in place to ensure that goods and/or services are purchased at the best possible price by opening purchasing practices to a broader, more competitive marketplace. The ORC dictates many requirements of competitive bidding and Department Heads are encouraged to consult with the Township Law Director on the need for a competitive bid and the exact requirements of the bid, prior to issuance of a competitive bid.

Purchases at or above the Ohio Revised Code current public bidding threshold amount must be competitively bid, unless the item to be purchased is subject to one of the exceptions listed earlier in the policy or ORC 9.48. In addition, any maintenance/repair of roads or bridges in excess of $45,000 or $15,000 per mile must be competitively bid. Any provision of recycling and solid waste disposal contracts must also be competitively bid.

The minimum process for issuing a competitive bid is as follows:

1. Competitive bid requests will be posted according to the current Ohio Revised Code requirements for public bidding notifications.
2. The posting should include:
    a. General description of the proposed contract
    b. Time and place where documents related to the purchase can be obtained
    c. Deadline for submission of bids
    d. Time and place where bids will be opened
    e. Terms of the proposed purchase
    f. Conditions under which the bids will be received

While the ORC outlines several types of purchases that require competitive bids, the Township Administrator or Board of Trustees may elect to competitively bid a purchase that is not required to be competitively bid by ORC. The Township also reserves the right to reject all bids at any time.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____p.m., on the _____ day of December, 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 ADOPTING THE COLERAIN TOWNSHIP POLICY MANUAL

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees; and;

WHEREAS, Administration and all departments intend on following the direction set by the Trustees in the Township Policy Book; and;

WHEREAS, the attached Policy Book represents a full list of all known polices and will supersede all previous versions of any adopted policy.

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

1. The attached Policy Book be formally adopted by the Board of Trustees.

2. Any changes to these policies require formal approval of the Board of Trustees by 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. 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 December, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich

_____
Dan Unger

_____
Matt Wahlert

ATTEST:

_____
Jeff Baker
Colerain Township 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 December, 2025.

_____
Jeff Baker
Colerain Township Fiscal Officer

COLERAIN
TOWNSHIP ~ OHIO

1.4 COLERAIN TOWNSHIP EMPLOYMENT PROCESS POLICY

PURPOSE

This policy is intended to provide consistent guidelines for all departments to consider when posting for and hiring a new employee. The Township intends to provide all applicants with a fair and equal opportunity for employment and employment will be based on merit.

HIRING PROCEDURES

While outlined in the entirety of this policy, the general practice for hiring a new employee should be followed to secure the best and most qualified candidate for an open position:

1. Job Description Review. To ensure the position is current with job responsibilities and requirements, the hiring manager must review the job description that is on file and submit any updates to Human Resources. Any updates to the job description must be approved by the Board of Trustees prior to posting and follow the Job Description guidelines below.

2. Job Announcement and Job Posting. Together, Human Resources and the hiring manager will then draft a job announcement and compile a list of job sites that the announcement will be posted in accordance with career web sites and general job posting sites.

3. Candidate Selection and Interviews. During the applicant review process, the hiring manager will inform Human Resources of at least three (3) candidates who qualify for the position to schedule interviews. A member from the Human Resources team **must** be a member of the initial interview team during this process.

4. Job Offer. Upon final selection of a candidate, the hiring manager will inform Human Resources of the conditional offer and a conditional offer letter will be sent to the candidate outlining negotiated rate of pay, successful background screen, drug screen, reference check, Board approval, and any other negotiated item that is part of a conditional offer.

5. Hiring Process. Upon acceptance of the conditional offer, the candidate will continue through the hiring process until all items have been completed as outlined in the conditional offer (including a successful background check, drug screen, reference check, etc.). Once the candidate has passed all items of the conditional offer, they will continue to the next step, On-Boarding.

6. On-Boarding. New employees will be on-boarded through various means with both their hiring manager and Human Resources.

7. Progress Reports. New employees will receive regular progress reports to assist in the successful completion of their 12-month probationary period as outlined below in “Probationary Period”.

JOB DESCRIPTIONS

The Township uses job descriptions to aid in staffing, wage and salary administration, and training. These descriptions also help employees and supervisors in discussions about job responsibilities. Department Directors shall prepare job descriptions for new or revised jobs within their Department.

The job description should include a position’s regular and occasional duties and responsibilities, essential functions, and minimum qualifications. A job description shall exist for any position found on the Township’s Table of Organization and for all position titles held by employees of the Township.

However, job descriptions are not fixed and may change over time. From time to time, employees may be expected to perform duties and handle responsibilities that are not part of their normal job.

Job titles are solely for identification and do not limit the assignment of duties. The goal is to have all employees work together for the best results, without artificial limitations. Employees agree to perform all of the duties associated with their job descriptions.

POSTING OF JOBS AND INITIAL REVIEWS

1. Notice of Vacancy or Availability of Position
    a. Notices of all open positions (with examination information if required) may be published by posting in Department Offices (for current employees and public viewing) and in such other places and through such other media as the Township Administrator deems advisable for such period of time as appropriate. All notices must carry the phrase "An Equal Opportunity Employer."

2. Application for Employment
    a. In order to be considered for employment with Colerain Township, an applicant must submit a signed, formal application, using a form provided by the Township. The Township Administrator or their designee may require applicants to submit additional information. The application forms may require information about education, training, experience, references, work history, and other pertinent information. The Township may require examination or certification by one or more of the following: physical examination, psychological examination, drug screening, fingerprinting and criminal background check.

3. Disqualification by Application
    a. The Township Administrator or their designee may reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position applied for. The Township Administrator or their designee may also reject an application for other causes sufficient to affect the performance requirements of the position or compromise the integrity of the Township, including, but not limited to, unsatisfactory driving record, false statements or omissions on the application or

accompanying materials, or deception or fraud during the application process.

4. Competitive Examination
    a. The Township may use a competitive examination as a method to ascertain the merit and fitness of applicants to perform the position's tasks. The examination may be written, oral, physical, or performance testing, or any combination thereof. All examinations shall be geared to evaluate the skills necessary to perform the requirements of the job classification applied for.
    b. All written competitive examinations shall be open to all applicants who meet the minimum standards of the job classifications being tested.
    c. There shall be no questions or inferences in any testing procedure related to race; political or religious opinions, affiliations or service; national origin; ancestry; age; disability; sex, or other protected class.
    d. For those job requirements that require specialized testing, the Department Director may conduct specific testing to ascertain applicants' merit and fitness for the position, provided that the specialized testing has been approved in advance by the Township Administrator, the Township Law Director, or both.
    e. A minimum rating system of all examinations shall be formulated that will provide eligibility lists of candidates meeting previously established criteria. Sound measurement techniques and scoring procedures shall be used in rating the results of examinations and determining the ranking of successful candidates. Successful candidates are those obtaining the minimum predetermined scores on all individual parts of the examination or the examination as a whole.
    f. The Township Administrator or their designee will notify in writing all candidates participating in an examination as to whether they passed or failed the examination. Upon written request, candidates who took an examination shall be entitled to inspect during normal business hours their examination results and the evaluation process used for rating. It should be noted that not all examination results are kept by the Township and may be held with a third party. Under those circumstances, the Township will not have the test results available for inspection.

5. Retention of Application Material
    a. Upon hiring an applicant, the application shall become a part of the individual's personnel file.
    b. The Township will retain applications for individuals not hired in accordance with open records law.

6. Eligibility List / Rating of Applicant
    a. All applicants may be rated according to their fitness to perform the requirements of the job classification for which the list is established. In cases where rating of experience, prior training, and other requirements form part of the examination process, the Township Administrator or their designee shall establish such procedures for the evaluation of all factors that serve to assist in the selection of the best qualified candidate.

REVIEWING OF APPLICANTS

Any applicant that meets the minimum criteria for a position will be reviewed by the Administrator or their designee.

1. Hiring from eligibility lists / rating of applicants shall be made from the list established except in the following cases:
    a. Filling of vacancies by promotion within the department.
    b. Filling of vacancies by intra-department transfers.
    c. Filling of vacancies by part-time or seasonal employees provided all application and hiring procedures have been followed.

2. Hiring of Relatives
    a. Colerain Township may hire relatives of certain employees if the applicant related to a Township employee meets all selection and hiring standards set forth in this Book and elsewhere, and the applicant fulfills all job qualifications of the position applied for. Colerain Township will not hire a relative in a supervisor-subordinate relationship under any circumstance.

3. Reviewing of Applicants / Interviews
    a. Department Directors or their designees may interview the top three candidates from the eligibility list, when there is an eligibility list. In cases where the list is fewer than three, those on the list shall be interviewed. Under no circumstances shall the hiring be made without the review of the Department Director.
    b. Department Directors or their designees shall, at a minimum, obtain and discuss the following information with each applicant interviewed:
        i. Current position, actual responsibilities, and length of service.
        ii. Previous positions including duties and responsibilities (job classification will determine employment history required).
        iii. Justification for any gaps in employment history.
        iv. The reason(s) for leaving most recent position.
        v. Reason applicant wants to work for Colerain Township, including knowledge of Colerain Township's operation.
        vi. Applicant's strengths and weaknesses as they relate to working for Colerain Township.
        vii. Applicant's career and personal goals.
        viii. Other pertinent information the Department Director may require in determining the best candidate for the position.
    c. An interviewer may not, under any circumstance, question an applicant directly or indirectly about the candidate’s race, color, sex, age, religion, national origin, ancestry, or disability status.

POST-INTERVIEW JOB OFFER

1. Before making an offer of employment, the Department Director or their designee shall verify, where applicable, the following information about the applicant:

a. Complete reference checks by telephone or in writing.
b. Driving record as provided by the Ohio Department of Highway Safety, Bureau of Motor Vehicles.
c. Confirmation of college or post-secondary degrees or specialized certification with a transcript or review of copies of certifications.
d. Use of polygraph or voice stress analyzer test shall only be implemented in those job classifications where clear security risks are involved. These tests shall be administered by licensed polygraph professionals only. If an applicant refuses a polygraph test, the Department Manager must consider such a refusal in light of all other information gathered about the applicant when making the hiring decision.

2. Post-Offer Physical, Psychological Examination and Controlled Substance Testing
    a. All applicants who are offered employment, except applicants for temporary, part-time, or seasonal positions, are required to have a post-offer physical examination by a qualified physician chosen by the Township. The Township may condition employment on the results of any required post-offer medical examination or test. The purpose of this examination is to confirm that the employee is physically able to perform the essential functions of the position for which they are applying. The Township shall bear the cost of said physical examination.
    b. The post-offer physical examination will include a test for controlled substances, as set forth in the Township's Drug and Alcohol-Free Workplace policy. If the applicant tests positive for controlled substances, a second confirmatory test will be performed.
    c. In those job classifications where a psychological evaluation is required to ascertain the fitness of a candidate, such examinations will be arranged and paid for by the Township.

3. Selection of Employees
    a. The Township Administrator is authorized to hire and fill all vacant positions, except for the Department Director or the Assistant Administrator positions, as determined by the Table of Organization set forth by the Board of Township Trustees.
        i. Annually, the Board of Trustees will approve an Organizational Chart for the Township that outlines all job classifications in the Township. The Board of Trustees can modify the Organizational Chart at any time by adopted Board motion.
            1. The Organizational chart will be accompanied by a complete listing of all job descriptions and pay ranges.
        ii. The Township Administrator will make the Board of Trustees aware of any pending hire to fill a vacant, yet approved position prior to issuance of a formal offer letter.
    b. The Board of Township Trustees will formally approve via motion the hiring and selection of all Department Director, the Assistant Township Administrator, and the Administrator positions.

NEW EMPLOYEES

1. Rate of Pay

a. Generally, the Township will pay a new employee the minimum rate of pay the Township has established for their classification or job description. This will also apply to internal promotions. The Township Administrator may grant written exceptions, based upon the criteria set forth in this section.
b. The minimum rate of pay for each classification is based upon the assumption that the new employee meets the minimum requirements stated in the job description standards or classification specifications. If in the rare circumstance the Township hires a new employee who does not fully meet each minimum requirement for a classification or job description, the Township will pay the employee at a rate below the minimum rate of pay for the job classification or job description.
    i. If a new employee's education, work experience, or other qualifications exceeds the minimum requirements for the classification to which the employee is assigned, the Township Administrator may hire the employee at a rate of pay above the minimum rate of pay for the classification or job description, provided the employee's skills and work experiences will benefit the Township.

2. Probationary Period
    a. The Probationary Period is in effect for e~~E~~ach new employee, an employee who transfers into a new position voluntarily, or newly promoted employees and the probationary period of twelve (12) months shall be observed. ~~shall be required to serve a probationary period of twelve months.~~
        i. All employees hired with a probationary period will be provided with regular progress reports after 60- 120- and 180-days after employment or promotion. The progress report is designed to provide regular feedback on the employee's performance and management expectations during the probationary period.
        ii. After the first three progress reports are completed, immediate supervisors for probationary employees will prepare an annual evaluation PRIOR to the completion of their probationary period by utilizing the departmental or Township "Annual" personnel evaluation form.
    b. Upon satisfactory completion of the probationary period, an employee shall automatically attain regular "full-time" status.
    c. Should the annual evaluation process determine that the probationary employee is performing at an "unsatisfactory" level, the respective Department Director/Administrator will decide whether the probationary period provided an appropriate amount of time to thoroughly evaluate the employee's performance.
        i. The Department Director/Administrator may extend an employee's probationary period for up to an additional 12 months by notifying the employee in writing.
            1. Any employee who has their probationary period extended for any length of time will receive a "Performance Improvement Plan."
        ii. The Department Director/Administrator may recommend that the employee be separated from employment.
        iii. Any probationary employee may be separated from employment on or before the completion of their probationary period.

3. Orientation

a. Colerain Township is responsible for the orientation of new employees, which includes reviewing in detail during the first week of employment the following information with employees:
    i. General and department-specific Personnel Policies and SOPs;
    ii. General and department-specific Safety Policies, including the requirement to complete the specific and applicable FEMA courses: such as ICS 100, ICS 200, ICS 700, and ICS 800;
    iii. Employee Benefits;
    iv. Disciplinary Actions;
    v. The Township's version of "IT 101" that will cover basic cybersecurity issues;

Special duties requiring additional explanation. Following the explanation, the employee shall sign a statement of understanding, which shall be placed in the employee's personnel file.

4.11 COLERAIN TOWNSHIP
ABANDONED WASTE RECEPTACLE REMOVAL POLICY

PURPOSE

The Township established a robust recycling program in years past which created bins that are clearly marked “Property of Colerain Township”. These bins have been discovered throughout the Township, specifically, during trash abatement of problem properties. This policy will establish a clear procedure for handling recycling cans labeled “Property of Colerain Township” that remain on properties after owners vacate, ensuring compliance, cleanliness, and operational efficiency. Without this policy in place, contractors will not remove the trash due to the “Township Property” designation.

BACKGROUND

Residents of Colerain Township received recycling bins as a past environmental and conservation initiative. These bins were clearly marked “Property of Colerain Township”. When properties are vacated, the bins are often left behind and are filled with trash, not recyclable items. Contractors will not remove the cans from the properties due to them being marked as township property. This creates confusion and results in abandoned cans sitting on the property indefinitely.

PROCEDURES

The following procedures will be implemented for a standardized process for identifying, removing, and repurposing or disposing of abandoned recycling cans to maintain property standards and reduce waste

1. Identification: During abatement visits, staff will document abandoned recycling cans and note their condition (empty, filled with trash, damaged) and add this to the property abatement report if applicable.

2. Removal: If the can contains trash or is damaged, request the contractor to dispose of the trash and can according to standard abatement procedures. If the can is empty or cleaned, tag the can for collection by Rumpke

3. Repurposing or Disposal
   - Option A: Reuse the can is in good condition, return it to the township inventory for redistribution or future programs.
   - Option B: Recycle a damaged or unusable at a plastic recycling facility.
   - Option C: The last and final option is to dispose of the bin as bulk waste if it is not feasible to follow the previous two (2) options.

4. Responsibility and discretion of identifying and reporting abandoned cans will be from the environmental crimes officer that is involved with the abatement. Action pertaining to the abandoned cans will be noted in the abatement checklist.

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

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

Resolution Providing for the Termination of the Staverman TIF

Recommend ADOPTION of the Resolution.

Rationale:

The Township previously approved a TIF District for the former Staverman Farm property. A portion of the property lies in the Northwest Local School District and a portion lies in the Mt. Healthy School District. When this TIF was originally created, the TIF did not contemplate agreements with both districts and must be re-created. A subsequent resolution will be on the agenda for December 23 to create the new district.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio met in regular session at 6:00 p.m., on the 9th day of December 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Trustee [_____] introduced the following resolution and moved for its adoption:

RESOLUTION NO. [_____] - 25

A RESOLUTION PROVIDING FOR THE TERMINATION OF CERTAIN TAX INCREMENT FINANCING EXEMPTIONS FROM REAL PROPERTY TAXATION PREVIOUSLY AUTHORIZED BY THIS BOARD PURSUANT TO RESOLUTION NO. 131-24 APPROVED ON OCTOBER 22, 2024 UNDER THE AUTHORITY OF OHIO REVISED CODE SECTION 5709.73(B), THE TERMINATION OF AN ORIGINAL TAX INCENTIVE AGREEMENT WITH THE NORTHWEST LOCAL SCHOOL DISTRICT, AND APPROVING RELATED MATTERS.

WHEREAS, pursuant to Ohio Revised Code ("R.C.") Chapter 5709, this Board of Trustees (the "Board") of Colerain Township, Hamilton County, Ohio (the "Township") passed Resolution No. 131-24 on October 22, 2024 (the "Original TIF Resolution"); and,

WHEREAS, in order to encourage the development of certain real property more particularly described on **Exhibit A** attached hereto (the "Project Area"), the Original TIF Resolution authorized one or more Original TIF Exemptions (as defined below) comprising what is more commonly known as the "Staverman Farms TIF"; and,

WHEREAS, the Original TIF Resolution provided that one hundred percent (100%) of the increase in the assessed value of each parcel within the Project Area be exempt from real property taxation for a period of thirty (30) years pursuant to R.C. 5709.73(B) (the "Original TIF Exemptions") in order to encourage the construction of certain "public infrastructure improvements" (as defined pursuant to the Original TIF Resolution) and one or more senior care facilities and appurtenances related thereto at the Project Area (collectively, the "Project"); and,

WHEREAS, the Board of Education of the Northwest Local School District (the "School District") approved the Original TIF Exemptions authorized pursuant to the Original TIF Resolution pursuant to Resolution No. 2444 dated September 23, 2024 (the "Original School District Approval Resolution"); and,

WHEREAS, the Original TIF Resolution and the Original School District Approval Resolution further authorized the Township to enter into a Tax Incentive Agreement executed between the Township and the School District on [_____] [__], [_____] (the "Original Tax Incentive Agreement"), attached in substantially the form of **Exhibit B** to this Resolution; and,

WHEREAS, in order to better encourage the timely construction and completion of the Project upon the Project Area, the Township now desires to (i) repeal the Original TIF Resolution, (ii) terminate the Original TIF Exemptions related to the Staverman Farms TIF, and (iii) terminate the Original Tax Incentive Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Colerain Township, County of Hamilton, State of Ohio, that:

SECTION 1. Termination of Original TIF Resolution. This Board hereby repeals the Original TIF Resolution (Resolution No. 131-24) in its entirety.

SECTION 2. Termination of Original TIF Exemptions. This Board hereby terminates the Original TIF Exemptions authorized with respect to the Staverman Farms TIF and the Original TIF Resolution upon the TIF Area from and after the date of this Resolution and tax lien date January 1, 2026.

SECTION 3. Termination of Original Tax Incentive Agreement. This Board terminates the Original Tax Incentive Agreement.

SECTION 4. Authorizations of Township. This Board authorizes and directs the Township Administrator, the Fiscal Officer, their designees, and other appropriate officers of the Township to take such action and to execute and deliver, on behalf of the Township, such additional instruments, agreements, certificates, and other documents as may be in their discretion necessary or appropriate in order to carry out the intent of this Resolution, including the filing of one or more reports and related forms. Such documents shall be in the form not substantially inconsistent with the terms of this Resolution, as they in their discretion shall deem necessary or appropriate as evidenced by their signature thereupon.

SECTION 5. Open Meetings. This Board hereby finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in those formal actions occurred in meetings open to the public in compliance with law including R.C. Section 121.22.

SECTION 6. Effective Date. This Board upon majority vote does hereby dispense with the requirement that this Resolution be read on two (2) separate days and hereby authorizes the adoption of this Resolution upon its first reading. This Resolution shall take effect on and after the earliest period allowed by law.

[Signatures Follow]

_____ seconded the motion, 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 23rd day of September, 2025

BOARD OF TRUSTEES

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution Approved As to Form:

_____
Brodi Conover
Colerain Township Law Director

AUTHENTICATION

I, Jeff Baker, Fiscal Officer of Colerain Township, Hamilton County, Ohio hereby certify, as official custodian of the records of Colerain Township, Hamilton County, Ohio that the foregoing is taken and copied from the Record of Proceedings of Colerain Township, Hamilton County, Ohio and that the same is a true and accurate copy of the original on file in the township hall at 4200 Springdale Road, Cincinnati, Ohio 45251.

_____

Jeff Baker, Fiscal Officer

_____

Date

EXHIBIT A

Description of Project Area

The Project Area is the real estate situated in the Township of Colerain, County of Hamilton, State of Ohio identified by the Hamilton County Auditor as the following permanent parcel numbers, as such parcels may be further combined, re-combined, split, sub-divided, or renumbered from time to time, and as depicted on the following map:

51000510398
51000530405
51000530406
51000510397
51000530404

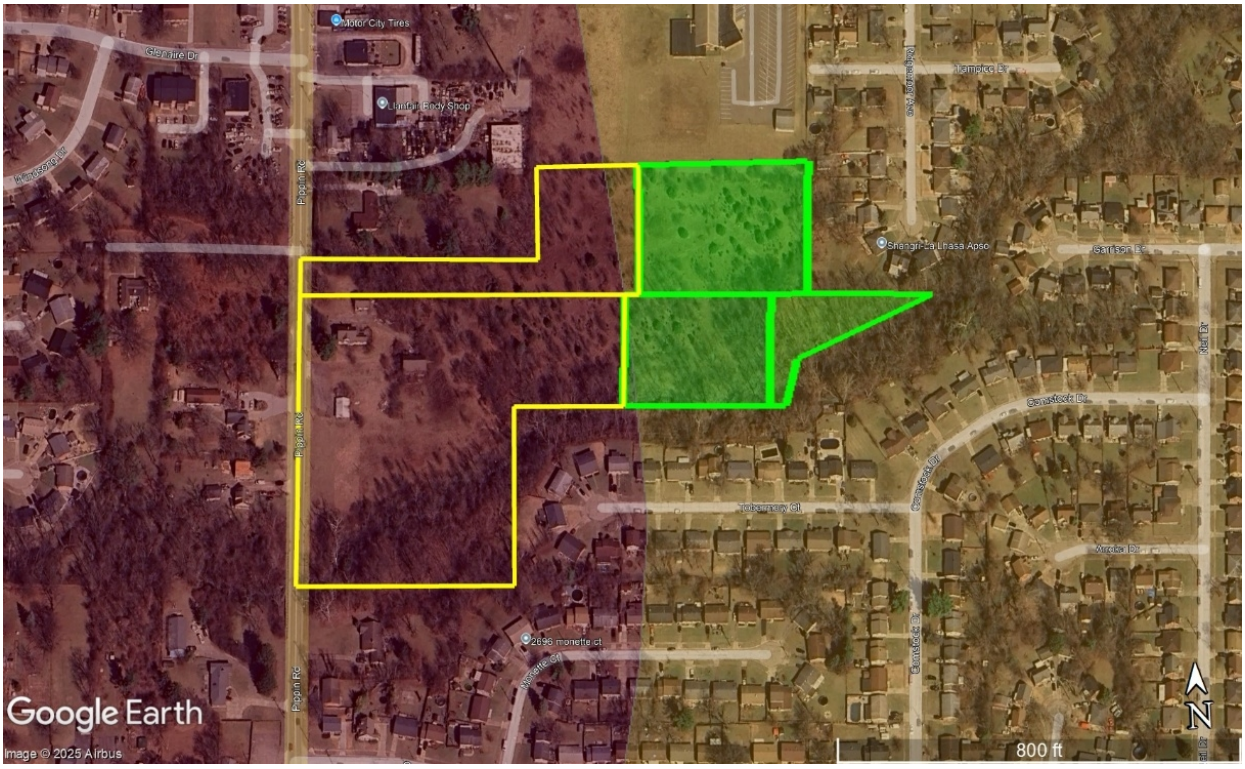


EXHIBIT B

Original Tax Incentive Agreement

[See Attached]

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

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

TIF- Staverman - School Compensation Agreement - NWLSD

Recommend ADOPTION of the Resolution.

Rationale:

Adoption of this Resolution would establish the terms for compensation payments to the Northwest Local School District (NWLSD) as consideration for the creation of the TIF. NWLSD would be made "whole" under the terms of this Agreement.

SCHOOL COMPENSATION AGREEMENT

This **SCHOOL COMPENSATION AGREEMENT** (the "Agreement") made and entered into as of the [___] day of [_____], 2025 between the **BOARD OF EDUCATION OF THE NORTHWEST LOCAL SCHOOL DISTRICT**, Hamilton County Ohio, a local school district and political subdivision of the State of Ohio (the "School District") and **COLERAIN TOWNSHIP**, Hamilton County, Ohio, a political subdivision of the State of Ohio, (the "Township").

WITNESSETH THAT:

WHEREAS, Sections 5709.73 et seq. of the Ohio Revised Code permits townships to authorize tax increment financing real property tax exemptions for improvements declared to be a public purpose, which exemptions exempt from real property taxation the increase in the assessed value of one or more parcels of real property after the effective date of the resolution authorizing such exemption; and

WHEREAS, Section 5709.74 of the Ohio Revised Code further authorizes a township to require owners of improvements subject to a tax increment financing exemption from real property taxation to make semi-annual payments in lieu of real property taxes to the Township (the "Service Payments In Lieu of Taxes"), which Service Payments In Lieu of Taxes are equivalent to the amount of real property taxes which would be payable on the increase in the assessed value of the one or more parcels of real property but for the application of any tax increment financing exemption; and

WHEREAS, Section 5709.75 of the Ohio Revised Code further requires a township receiving Service Payments In Lieu of Taxes to establish a public improvement tax increment equivalent fund for deposit of such Service Payments In Lieu of Taxes, to be used by the Township to pay the costs of public infrastructure improvements benefiting the parcels subject to the tax increment financing real property tax exemption and, if provided, to make payments to school districts impacted by the authorization of the tax increment financing exemption; and

WHEREAS, the Board of Trustees (the "Board") of the Township of Colerain, Hamilton County, Ohio (the "Township") previously approved Resolution No. 131-24 on October 22, 2024 (the "Original TIF Resolution") authorizing one or more exemptions from real property taxation comprising the "Staverman Farms TIF" and the Board of Education of the Northwest Local School District (the "District") approved a Resolution No. 2444 on September 23, 2024 approving a form of the Original TIF Resolution (the "Original School District Resolution"); and

WHEREAS, following passage of the Original TIF Resolution and the Original School District Resolution, the Township and the District entered into a Tax Incentive Agreement on [_____] [__], 2024 (the "Original School Compensation Agreement") memorializing the terms of certain compensation payments to be made by the Township to the District; and

WHEREAS, to better encourage the timely completion of what is currently anticipated to include a senior care facility and related appurtenances thereto (collectively, the "Project"), the

Board of the Township later approved the repeal of the Original TIF Resolution on December 9, 2025 pursuant to Resolution No. [_____]-25 (the "TIF Termination Resolution"); and

WHEREAS, pursuant to the TIF Termination Resolution, the Board of Trustees of the Township intended to adopt a subsequent resolution to exempt from real property taxation one hundred percent (100%) of the improvements for a period of thirty (30) years pursuant to Section 5709.73(B) of the Ohio Revised Code (the "TIF Exemption") located within the boundaries of the Township and the School District upon real property described in ***Exhibit "A"*** attached hereto and made a part hereof (the "Staverman Farms Exempted Property"); and

WHEREAS, the Board of Education of the School District adopted a Resolution No. [_____] on December 8, 2025 (the "Second School District Resolution") (i) approving the TIF Exemption on the condition that the parties hereto enter into this Agreement, (ii) waiving the School District's right to receive certain notification otherwise due to the School District pursuant to Ohio Revised Code Section 5709.73 et seq. or 5709.83, (iii) and authorizing execution of this Agreement, which such Second School District Resolution is attached hereto as ***Exhibit "B"***; and

WHEREAS, notwithstanding the waivers contained in the Second School District Resolution, the Township provided the School District with a fourteen (14) day courtesy notice of the Township's intention to formally authorize the TIF Exemption and the Township has, pursuant to Resolution No. [_____]-25 of the Board of Trustees of the Township adopted on December 23, 2025 (the "Second Township Resolution") authorized the TIF Exemption and the execution of this Agreement, which such Second Township Resolution is attached hereto as ***Exhibit "C"***; and

WHEREAS, Ohio Revised Code Sections 5709.73, 5709.75, and 5709.82 permit the Board of Trustees of the Township and the Board of Education of the School District to enter into this Agreement in order for the Township to make certain payments to the School District in an amount not to exceed the amount of real property taxes that the School District would have received with respect to the Improvements but for the TIF Exemption applicable to the Staverman Farms Exempted Property.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter described, the School District and the Township covenant, agree, and bind themselves as follows:

SECTION 1. <u>Approval of the TIF Exemption; Compensation to School District while TIF Exemption in Effect</u>.

(a) As provided in the Second School District Resolution (i) the School District, together with the Township, hereby terminates the Original School Compensation Agreement in full and (ii) the School District approves the TIF Exemption for up to one hundred percent (100%) of the Improvements to the Staverman Farms Exempted Property for a period of up to thirty (30) years, all as described in Section 1 of the Second Township Resolution.

(b) During any year or any portion thereof in which the School District would have received real property tax payments derived from the Staverman Farms Exempted Property but for

the Township's authorization of the TIF Exemption, the Township agrees to pay to the School District, solely from the Service Payments In Lieu of Taxes actually received by the Township from the owners of the Staverman Farms Exempted Property an amount equal to one hundred percent (100%) of the real property tax payments derived from the Improvements to the Staverman Farms Exempted Property that the School District would have received from the Staverman Farms Exempted Property but for the TIF Exemption (the "TIF Compensation Payments"). It is the intention of the parties to this Agreement that the School District will be made "whole" for any real property tax payments the School District would have received with respect to the Improvements but for the TIF Exemption. The TIF Compensation Payments due under this subsection shall have priority over any other pledge of Service Payments In Lieu of Taxes by the Township. Nothing in this Agreement shall be construed to pledge the full faith and credit of the Township and the parties to this Agreement mutually agree that the TIF Compensation Payments due in any given year shall not exceed the amount of the Service Payments In Lieu of Taxes actually received by the Township and on deposit in the TIF Fund (as defined pursuant to the Second Township Resolution).

(c) In the event that any one or more property owners fail to remit Service Payments In Lieu of Taxes on or before their due date, as determined by generally applicable Ohio law, the Township is not required to make TIF Compensation Payments to the School District for the amount not remitted to the Township by the Hamilton County Treasurer; provided, however, that the Township shall proceed to collect the amount not remitted by the Hamilton County Treasurer and shall include that amount after collection in calculation of the next future TIF Compensation Payment amount due to the School District. Any collected amounts so included may be offset by a prorated amount of the costs incurred in the collection of said sum, as agreed by the parties, prior to its addition to the calculation.

(d) Pursuant to Ohio Revised Code Section 5709.75(C)(1)(a), under no circumstances shall the total TIF Compensation Payments due under Section 1(b) of this Agreement exceed the amount of real property taxes that the School District would have received from the Improvements but for the authorization of the TIF Exemption. Notwithstanding the foregoing, however, any deficiencies from non-collectable amounts due in prior years may be included in TIF Compensation Payments in any given year.

(e) In determining the amount of the TIF Compensation Payments in any given year, it is expressly agreed and relied upon that the value of the Staverman Farms Exempted Property exempt pursuant to the TIF Exemption authorized pursuant to Sections 5709.73 through 5709.75 of the Ohio Revised Code shall be the increase in the assessed value of the one or more parcels subject to the TIF Exemption with respect to the final assessed values in effect as of the year of the adoption of the Second Township Resolution authorizing the TIF Exemption, regardless of the date on which the Tax Commissioner of the State of Ohio issues a final determination with respect to the TIF Exemption to the Hamilton County Auditor.

SECTION 2. <u>Payment of TIF Compensation Payments.</u>

Within thirty (30) days (i) of each final, semi-annual settlement by which the Hamilton County Treasurer distributes Service Payments In Lieu of Taxes with respect to the Staverman Farms Exempted Property to the Township's TIF Fund (as defined pursuant to the Second Township Resolution) and (ii) the Treasurer of the School District's provision of the certification

as to the amount of the TIF Compensation Payments pursuant to Section 3 of this Agreement to the Township, the Township shall pay to the School District, the amount of the TIF Compensation Payments.

SECTION 3. Certification of TIF Compensation Payments Amount.

Within thirty (30) days of receiving settlement information from the Hamilton County Treasurer with respect to each final, semi-annual settlement during which the TIF Exemption will result in the School District's receipt of less than one hundred percent (100%) of the amount of real property taxes due with respect to the Staverman Farms Exempted Property but for the TIF Exemption, the Treasurer of the School District shall certify the amount of the TIF Compensation Payments due to the School District to the Township in the form of an invoice; provided, however, that failure of the Treasurer of the School District to make the certification of the TIF Compensation Payments to the Township in a timely manner shall not serve as a waiver or rejection of the School District's right to receive TIF Compensation Payments, nor shall it be a default hereunder.

SECTION 4. Resolution of Disputes.

In the event the Township disputes the amount of the TIF Compensation Payments as certified by the Treasurer of the School District to the Township pursuant to Section 3 of this Agreement, the Township shall certify to the Treasurer of the School District, within thirty (30) days of the Township's receipt of a certification by the Treasurer of the School District to the Township, the basis for the dispute and the amount that the Township claims is the correct amount of TIF Compensation Payments to be paid to the School District. Within ten (10) days thereafter, the Treasurer of the School District and the Township Fiscal Officer, Township Administrator, or their designees shall make good faith efforts to meet with the Hamilton County Auditor (the "County Auditor") to discuss and resolve the dispute. In the event the Treasurer of the School District and the Township Fiscal Officer, Township Administrator, or their designees are unable to mutually agree on the amount of TIF Compensation Payments, the County Auditor shall determine and certify the amount of the TIF Compensation Payments (the "Mediated Compensation Payments"). The Township shall then pay such amount within fifteen (15) days thereafter; provided, that nothing contained in this Section 4 shall limit either the School District's or the Township's ability, after payment and receipt of such TIF Compensation Payments, to seek recovery of amounts deemed overpaid or underpaid.

SECTION 5. School District Waivers.

As further consideration for the Township's agreement to make the TIF Compensation Payments to the School District provided for herein, the School District expressly agrees, as follows:

(i) The School District hereby waives any statutory right to receive notification of the passage of the Second Township Resolution or legislation authorizing the TIF Exemption with respect to any parcel comprising the Staverman Farms Exempted Property.

(ii) The School District expressly waives any defects or irregularities relating to the authorization of the TIF Exemption with respect to any parcel comprising the Staverman Farms Exempted Property (including, but not limited to, the notice requirements of Ohio Revised Code Sections 5709.73 and 5709.83).

(iii) The School District agrees that it will not contest any application for a real property tax exemption made in connection with the TIF Exemption with respect to any parcel comprising the Staverman Farms Exempted Property and any other generally applicable Ohio law.

(iv) The School District acknowledges that this Agreement and the TIF Compensation Payments to be provided herein comprise the entirety of the compensation to which the School District may be entitled in connection with the TIF Exemption authorized pursuant to the Second Township Resolution with respect to any comprising the Staverman Farms Exempted Property.

SECTION 6. Events of Default and Remedies.

Except as otherwise provided in this Agreement (including, but not limited to Section 4 with respect to Mediated Compensation Payments), in the event of any default in or breach of this Agreement, or any of its terms or conditions, by any party hereto, such defaulting party shall, upon written notice from any non-defaulting party, proceed immediately to cure or remedy such default or breach, and, in any event, within thirty (30) days after receipt of such notice. In the event such default or breach is of such nature that it cannot be cured or remedied within said thirty (30) day period, then in such event the defaulting party shall upon written notice from any non-defaulting party commence its actions to cure or remedy said breach within said thirty (30) day period, and proceed diligently thereafter to cure or remedy said breach. In case such action is not taken or not diligently pursued, or the default or breach is not to be cured or remedied within a reasonable time, the aggrieved non-defaulting party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including, but not limited to, proceedings to compel specific performance by the defaulting party.

SECTION 7. Notices.

All notices, designations, certificates, requests or other communications under this Agreement shall be sufficiently given and shall be deemed given when mailed by registered or certified mail, postage prepaid addressed to the following addresses:

Board of Education of the Northwest Local School District
3377 Compton Road, Suite 110
Cincinnati, OH 45251
Attn: Treasurer

Colerain Township
4200 Springdale Road
Colerain Township, Ohio 45251
Attn: Township Administrator

SECTION 8. Duration of Agreement; Amendment.

This Agreement shall become effective on the date that it is executed and delivered and shall remain in effect for such period during which the TIF Exemption is in effect. This agreement may be amended only by mutual agreement of the School District and the Township. No amendment to this agreement shall be effective unless it is contained in a written document approved through legal process and signed on behalf of all parties hereto by duly authorized representatives.

SECTION 9. Waiver.

No waiver by the School District of the performance of any terms or provision hereof shall constitute, or be construed as, a continuing waiver of performance of the same or any other term or provision hereof.

SECTION 10. Merger; Entire Agreement.

This Agreement sets forth the entire agreement and understanding between the parties as to the subject matter contained herein and merges and supersedes all prior discussion, agreements, and undertakings of every kind of nature between the parties with respect to the subject matter of this Agreement.

SECTION 11. Binding Nature.

This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective permitted successors and assigns.

SECTION 12. Severability.

Should any portion of this Agreement be declared by the courts to be unconstitutional, invalid or otherwise unlawful, such decision shall not affect the entire agreement but only that part declared to be unconstitutional, invalid or illegal and this Agreement shall be construed in all respects as if any invalid portions were omitted.

SECTION 13. Counterparts; Captions.

This Agreement may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same Agreement. Captions have been provided herein for the convenience of the reader and shall not affect the construction of this Agreement.

SECTION 14. Filing of Agreement.

The Fiscal Officer of Colerain Township, Hamilton County, Ohio shall file an executed copy of this Agreement with both the County Auditor and the County Treasurer of Hamilton

County, Ohio. The Township further agrees to provide to the School District a copy of the legislation authorizing the TIF Exemption within a reasonable amount of time.

SECTION 15. Extent of Covenants; No Personal Liability.

All covenants, obligations, and agreements of the Parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, obligation, or agreement shall be deemed to be a covenant, obligation, or agreement of any present or future member, officer, agent, or employee of the Township or the School District other than in his or her official capacity, and neither the members of the Board of Trustees of the Township or the Board of Education of the School District nor any official or authorized officer executing this Agreement shall be liable personally under this Agreement or be subject to any personal liability or accountability by reason of the execution thereof or by reason of the covenants, obligations, or agreements of the Township or the School District contained in this Agreement.

SECTION 16. Limit on Liability.

Notwithstanding any clause or provision of this Agreement to the contrary, in no event shall the Township or the School District be liable to each other for punitive, special, consequential, or indirect damages of any type and regardless of whether such damages are claimed under contract, tort (including, but not limited to, negligence and strict liability) or any other theory of law.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the School District and the Township have caused this Agreement to be executed in their respective names by their duly authorized representatives to be effective as of the date first written above.

BOARD OF EDUCATION OF THE NORTHWEST LOCAL SCHOOL DISTRICT, as the School District

By: _____
Printed Name: Amy Wells
Title: Treasurer
Date: [_____] [__], 2025

Authorized by Resolution No. [_____] approved December 8, 2025.

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO,
as the Township

By: _____
Printed Name: Jeff Weckbach
Title: Township Administrator
Date: [_____] [__], 2025

Authorized by Resolution No. [_____] approved December 23, 2025.

Approved as to Form:

By: _____
Brodi J. Conover, Law Director

R.C. 5705.41
CERTIFICATE OF AVAILABILITY OF FUNDS

The undersigned, Fiscal Officer of Colerain Township, Hamilton County, Ohio (the "**Township**"), hereby certifies in connection with the School Compensation Agreement entered into between the Township and the Northwest Local School District, dated as of [_____] [__], 2025, that:

The amount ($0.00) required to meet the contract, obligation, or expenditure for the attached during Fiscal Year 2025, has been lawfully appropriated for the purpose, and is in the treasury or in process of collection to the credit of an appropriate fund, free from any outstanding obligation or encumbrance. This certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

IN WITNESS WHEREOF, I have hereunto set my hand this [__] day of [_____], 2025.

_____
Fiscal Officer

Dated: [_____] [__], 2025

R.C. 5705.41
CERTIFICATE OF AVAILABILITY OF FUNDS

The undersigned, Treasurer of the Northwest Local School District (the "**School District**"), hereby certifies in connection with the School Compensation Agreement entered into between the School District and Colerain Township, Hamilton County, Ohio, dated as of [_____] [__], 2025, that:

The amount ($0.00) required to meet the contract, obligation, or expenditure for the attached during Fiscal Year 2026, has been lawfully appropriated for the purpose, and is in the treasury or in process of collection to the credit of an appropriate fund, free from any outstanding obligation or encumbrance. This certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

IN WITNESS WHEREOF, I have hereunto set my hand this [__] day of [_____], 2025.

_____
Treasurer

Dated: [_____] [__], 2025.

EXHIBIT "A"

[To be Supplied]

EXHIBIT "B"

[To be Supplied]

EXHIBIT "C"

[To be Supplied]

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Assistant Administrator
Strategic Plan Goal:	Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

TIF- Staveman - School Compensation Agreement - Mt. Healthy School District

Recommend ADOPTION of the Resolution.

Rationale:

Adoption of this Resolution would establish the terms for compensation payments to the Mount Healthy School District as consideration for the creation of the TIF. The Mount Healthy School District would be made "whole" under the terms of this Agreement.

TAX INCENTIVE AGREEMENT

This **TAX INCENTIVE AGREEMENT** (the "Agreement") is made and entered into as of the [___] day of [_____], 2025 between the **BOARD OF EDUCATION OF THE MT. HEALTHY CITY SCHOOL DISTRICT**, Hamilton County Ohio, a ~~local~~ city school district and political subdivision of the State of Ohio (the "School District") and **COLERAIN TOWNSHIP**, Hamilton County, Ohio, a political subdivision of the State of Ohio, (the "Township").

WITNESSETH THAT:

WHEREAS, Sections 5709.73 et seq. of the Ohio Revised Code permit townships to authorize tax increment financing real property tax exemptions for improvements declared to be a public purpose, which exemptions exempt from real property taxation the increase in the assessed value of one or more parcels of real property after the effective date of the resolution authorizing such exemption; and

WHEREAS, Section 5709.74 of the Ohio Revised Code further authorizes a township to require owners of improvements subject to a tax increment financing exemption from real property taxation to make semi-annual payments in lieu of real property taxes to the Township (the "Service Payments In Lieu of Taxes"), which such Service Payments In Lieu of Taxes are equivalent to the amount of real property taxes which would be payable on the increase in the assessed value of the one or more parcels of real property but for the application of any tax increment financing exemption; and

WHEREAS, Section 5709.75 of the Ohio Revised Code further requires a township receiving Service Payments In Lieu of Taxes to establish a public improvement tax increment equivalent fund for deposit of such Service Payments In Lieu of Taxes, to be used by the Township to pay the costs of public infrastructure improvements directly benefiting the parcels subject to the tax increment financing real property tax exemption and, if provided, to make payments to school districts impacted by the authorization of the tax increment financing exemption; and

WHEREAS, the Board of Trustees of the Township intends to exempt from real property taxation one hundred percent (100%) of the Improvements (as defined herein) for a period of thirty (30) years pursuant to Section 5709.73(B) of the Ohio Revised Code, with respect to commercial development comprising a senior care facility and related improvements and appurtenances thereto (the "Improvements") located within the boundaries of the Township and the School District upon real property described in ***Exhibit "A"*** attached hereto and made a part hereof (the "Staverman Farms Exempted Property"); and

WHEREAS, the Board of Education of the School District adopted a resolution on December 8, 2025 (the "School District Resolution") (i) approving the TIF Exemption on the condition that the parties hereto enter into this Agreement pursuant to Resolution No. [_____], (ii) waiving the School District's right to receive any notification otherwise due to the School District pursuant to Ohio Revised Code Section 5709.73 et seq. or 5709.83, (iii) and authorizing execution of this Agreement, which is attached hereto as ***Exhibit "B"***; and

WHEREAS, notwithstanding the waivers contained in the School District Resolution, the Township provided the School District with a fourteen (14) day courtesy notice of the Township's intention to formally authorize the TIF Exemption and the Township has, pursuant to Resolution No. [_____] of the Board of Trustees of the Township adopted on December 23, 2025 (the "Township Resolution") authorized the TIF Exemption and the execution of this Agreement, which is attached hereto as ***Exhibit "C"***; and

WHEREAS, Ohio Revised Code Sections 5709.73, 5709.75, and 5709.82 permit the Board of Trustees of the Township and the Board of Education of the School District to enter into this Agreement in order for the Township to make certain payments to the School District in an amount not to exceed the amount of real property taxes that the School District would have received with respect to the Improvements but for the TIF Exemption applicable to the Staverman Farms Exempted Property.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter described, the School District and the Township covenant, agree, and bind themselves as follows:

SECTION 1. Approval of the TIF Exemption; Compensation to School District while TIF Exemption in Effect.

(a) As provided in the School District Resolution, the School District approves the TIF Exemption for up to one hundred percent (100%) of the Improvements to the Staverman Farms Exempted Property for a period of up to thirty (30) years, all as described in Section 2 of the Township Resolution.

(b) During any year or any portion thereof in which the School District would have received real property tax payments derived from the Staverman Farms Exempted Property but for the Township's authorization of the TIF Exemption, the Township agrees to pay to the School District, solely from the Service Payments In Lieu of Taxes actually received by the Township from the owners of the Staverman Farms Exempted Property an amount equal to one hundred percent (100%) of the real property tax payments derived from the Improvements to the Staverman Farms Exempted Property that the School District would have received from the Staverman Farms Exempted Property but for the TIF Exemption (the "TIF Compensation Payments"). It is the intention of the parties to this Agreement that the School District will be made "whole" for any real property tax payments the School District would have received with respect to the Improvements but for the TIF Exemption. The TIF Compensation Payments due under this subsection shall have priority over any other pledge of Service Payments In Lieu of Taxes by the Township. Nothing in this Agreement shall be construed to pledge the full faith and credit of the Township and the parties to this Agreement mutually agree that the TIF Compensation Payments due in any given year shall not exceed the amount of the Service Payments In Lieu of Taxes actually received by the Township and on deposit in the TIF Fund (as defined pursuant to the Township Resolution).

(c) In the event that any one or more property owners fail to remit Service Payments In Lieu of Taxes on or before their due date, as determined by generally applicable Ohio law, the Township is not required to make TIF Compensation Payments to the School District for the amount not remitted to the Township by the Hamilton County Treasurer; provided, however, that the

Township shall proceed to collect the amount not remitted by the Hamilton County Treasurer and shall include that amount after collection in calculation of the next future TIF Compensation Payment amount due to the School District. Any collected amounts so included may be offset by a prorated amount of the costs incurred in the collection of said sum, as agreed by the parties, prior to its addition to the calculation.

(d) Pursuant to Ohio Revised Code Section 5709.75(C)(1)(a), under no circumstances shall the total TIF Compensation Payments due under Section 1(b) of this Agreement exceed the amount of real property taxes that the School District would have received from the Improvements but for the authorization of the TIF Exemption. Notwithstanding the foregoing, however, any deficiencies from non-collectable amounts due in prior years may be included in TIF Compensation Payments in any given year.

(e) In determining the amount of the TIF Compensation Payments in any given year, it is expressly agreed and relied upon that the value of the Staverman Farms Exempted Property exempt pursuant to the TIF Exemption authorized pursuant to Sections 5709.73 through 5709.75 of the Ohio Revised Code shall be the increase in the assessed value of the one or more parcels subject to the TIF Exemption with respect to the final assessed values in effect as of the year of the adoption of the Township Resolution authorizing the TIF Exemption, regardless of the date on which the Tax Commissioner of the State of Ohio issues a final determination with respect to the TIF Exemption to the Hamilton County Auditor. Notwithstanding the foregoing, however, the parties hereto understand that the TIF Exemption, pursuant to Ohio Revised Code Section 5709.73(G) and the Township Resolution, may apply on a parcel-by-parcel basis to the specific parcels comprising the Staverman Farms Exempted Property and that the TIF Exemption may commence for each, individual parcel in one or more different tax years.

SECTION 2. Payment of TIF Compensation Payments.

Within ~~thirty~~ sixty (~~30~~60) days ~~(i)~~ of each final, semi-annual settlement by which the Hamilton County Treasurer distributes Service Payments In Lieu of Taxes with respect to the Staverman Farms Exempted Property to the Township's TIF Fund (as defined pursuant to the Township Resolution) ~~and (ii) the Treasurer of the School District's provision of the certification as to the amount of the TIF Compensation Payments pursuant to Section 3 of this Agreement to the Township~~, the Township shall pay to the School District, the amount of the TIF Compensation Payments. Any late TIF Compensation Payments shall bear interest at the then-current rate established under R.C. 5703.47, as the same may be amended from time to time, or any successor provisions thereto, as the same may be amended from time to time.

SECTION 3. Calculation and Certification of TIF Compensation Payments Amount.

Within thirty (30) days of receiving settlement information from the Hamilton County Treasurer with respect to each final, semi-annual settlement during which the TIF Exemption will result in the School District's receipt of less than one hundred percent (100%) of the amount of real property taxes due with respect to the Staverman Farms Exempted Property but for the TIF Exemption, the ~~Treasurer of the School District~~Township Fiscal Officer shall certify in writing the amount of the TIF Compensation Payments due to the School District to the ~~Township~~ School

District's Treasurer in the form of a written accounting prepared demonstrating the calculation of the TIF Compensation Payment, and the Township shall provide such additional information regarding the same as the School District may reasonably request to confirm the calculation~~in the form of an invoice; provided, however, that failure of the Treasurer of the School District to make the certification of the TIF Compensation Payments to the Township in a timely manner shall not serve as a waiver or rejection of the School District's right to receive TIF Compensation Payments, nor shall it be a default hereunder~~.

In connection with the same, the TIF Compensation Payments hereunder with respect to each parcel shall be determined as follows:

During each year of the TIF Exemption with respect to each parcel, one hundred percent (100%) of the amount of Service Payments in Lieu of Taxes actually received by the Township from each final, semi-annual settlement, and deposited into the TIF Fund, multiplied by a fraction, the numerator of which is the School District's effective real property tax rate for the classification of the Staverman Farms Exempted Property and the denominator of which is the aggregate effective real property tax rate for the classification of the Staverman Farms Exempted Property for all taxing districts within which the Staverman Farms Exempted Property is located.

For example, if $1,000,000 is deposited into the TIF Fund in the first final, semi-annual settlement of year one of the TIF Exemption, and the School District's effective real property tax rate for the classification of the Staverman Farms Exempted Property is 40.50 mills, and the aggregate effective real property tax rate for the classification of the Staverman Farms Exempted Property for all taxing districts within which the Staverman Farms Exempted Property is located is 55.25 mills, the TIF Compensation Payment due is calculated as follows:

$1,000,000 x (40.50/55.25) = $733,031.67

SECTION 4. Resolution of Disputes.

In the event the ~~Township~~ School District disputes the amount of the TIF Compensation Payments as certified by the ~~Treasurer of the School District to the~~ Township pursuant to Section 3 of this Agreement, the ~~Township~~ School District shall certify to the ~~Treasurer~~ Township~~of the School District~~, within thirty (30) days of the ~~Township's~~ School District's receipt of a certification by the ~~Treasurer of the School District to the~~ Township, the basis for the dispute and the amount that the ~~Township~~ School District claims is the correct amount of TIF Compensation Payments to be paid to the School District. Within ten (10) days thereafter, the Treasurer of the School District and the Township Fiscal Officer, Township Administrator, or their designees shall make good faith efforts to meet with the Hamilton County Auditor to discuss and resolve the dispute. In the event the Treasurer of the School District and the Township Fiscal Officer, Township Administrator, or their designees are unable to mutually agree on the amount of TIF Compensation Payments, the Hamilton County Auditor shall determine and certify the amount of the TIF Compensation Payments (the "Mediated Compensation Payments"). The Township shall then pay such amount within fifteen (15) days thereafter; provided, that nothing contained in this Section 4 shall limit either the School District's or the Township's ability, after payment and receipt of such ~~TIF~~

Mediated Compensation Payments, to seek recovery of amounts deemed overpaid or underpaid through action initiated in a court of competent jurisdiction within Hamilton County, Ohio.

SECTION 5. School District Waivers.

As further consideration for the Township's agreement to make the TIF Compensation Payments to the School District provided for herein, the School District expressly agrees, as follows:

(i) The School District hereby waives any right to receive notification of the passage of the Township Resolution or legislation authorizing the TIF Exemption with respect to any parcel comprising the Staverman Farms Exempted Property.

(ii) The School District expressly waives any defects or irregularities relating to the authorization of the TIF Exemption with respect to any parcel comprising the Staverman Farms Exempted Property (including, but not limited to, the notice requirements of Ohio Revised Code Sections 5709.73 and 5709.83 and any other requirement generally applicable Ohio law).

(iii) The School District agrees that it will not contest any application for a real property tax exemption made in connection with the TIF Exemption with respect to any parcel comprising the Staverman Farms Exempted Property and any other generally applicable Ohio law.

(iv) The School District acknowledges that this Agreement and the TIF Compensation Payments to be provided herein comprise the entirety of the compensation to which the School District may be entitled in connection with the TIF Exemption authorized pursuant to the Township Resolution with respect to any comprising the Staverman Farms Exempted Property.

SECTION 6. Events of Default and Remedies.

Except as otherwise provided in this Agreement (including, but not limited to Section 4 with respect to Mediated Compensation Payments), in the event of any default in or breach of this Agreement, or any of its terms or conditions, by any party hereto, such defaulting party shall, upon written notice from any non-defaulting party, proceed immediately to cure or remedy such default or breach, and, in any event, within thirty (30) days after receipt of such notice. In the event such default or breach is of such nature that it cannot be cured or remedied within said thirty (30) day period, then in such event the defaulting party shall upon written notice from any non-defaulting party commence its actions to cure or remedy said breach within said thirty (30) day period, and proceed diligently thereafter to cure or remedy said breach. In case such action is not taken or not diligently pursued, or the default or breach is not to be cured or remedied within a reasonable time, the aggrieved non-defaulting party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including, but not limited to, proceedings to compel specific performance by the defaulting party.

SECTION 7. Notices.

All notices, designations, certificates, requests or other communications under this Agreement shall be sufficiently given and shall be deemed given when mailed by registered or certified mail, postage prepaid addressed to the following addresses:

Board of Education of the Mt. Healthy City School District
7615 Harrison Avenue
Cincinnati, Ohio 45231
Attn: Treasurer

Colerain Township
4200 Springdale Road
Colerain Township, Ohio 45251
Attn: Township Administrator

SECTION 8. Duration of Agreement; Amendment.

This Agreement shall become effective on the date that it is executed and delivered and shall remain in effect for such period during which the TIF Exemption is in effect. This agreement may be amended only by mutual agreement of the School District and the Township. No amendment to this agreement shall be effective unless it is contained in a written document approved through legal process and signed on behalf of all parties hereto by duly authorized representatives. Notwithstanding the foregoing, however, the parties hereto understand that the TIF Exemption, pursuant to Ohio Revised Code Section 5709.73(G) and the Township Resolution, may apply on a parcel-by-parcel basis to the specific parcels comprising the Staverman Farms Exempted Property and that the TIF Exemption may commence for each, individual parcel in one or more different tax years.

SECTION 9. Waiver.

No waiver by the School District of the performance of any terms or provision hereof shall constitute, or be construed as, a continuing waiver of performance of the same or any other term or provision hereof.

SECTION 10. Merger; Entire Agreement.

This Agreement sets forth the entire agreement and understanding between the parties as to the subject matter contained herein and merges and supersedes all prior discussion, agreements, and undertakings of every kind of nature between the parties with respect to the subject matter of this Agreement.

SECTION 11. Binding Nature.

This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective permitted successors and assigns.

SECTION 12. Severability.

Should any portion of this Agreement be declared by the courts to be unconstitutional, invalid or otherwise unlawful, such decision shall not affect the entire agreement but only that part declared to be unconstitutional, invalid or illegal and this Agreement shall be construed in all respects as if any invalid portions were omitted.

SECTION 13. Counterparts; Captions.

This Agreement may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same Agreement. Captions have been provided herein for the convenience of the reader and shall not affect the construction of this Agreement.

SECTION 14. Filing of Agreement.

The Fiscal Officer of Colerain Township, Hamilton County, Ohio shall file an executed copy of this Agreement with both the County Auditor and the County Treasurer of Hamilton County, Ohio.

SECTION 15. Extent of Covenants; No Personal Liability.

All covenants, obligations, and agreements of the Parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, obligation, or agreement shall be deemed to be a covenant, obligation, or agreement of any present or future member, officer, agent, or employee of the Township or the School District other than in his or her official capacity, and neither the members of the Board of Trustees of the Township or the Board of Education of the School District nor any official or authorized officer executing this Agreement shall be liable personally under this Agreement or be subject to any personal liability or accountability by reason of the execution thereof or by reason of the covenants, obligations, or agreements of the Township or the School District contained in this Agreement.

SECTION 16. Limit on Liability.

Notwithstanding any clause or provision of this Agreement to the contrary, in no event shall the Township or the School District be liable to each other for punitive, special, consequential, or indirect damages of any type and regardless of whether such damages are claimed under contract, tort (including, but not limited to, negligence and strict liability) or any other theory of law.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the School District and the Township have caused this Agreement to be executed in their respective names by their duly authorized representatives to be effective as of the date first written above.

BOARD OF EDUCATION OF THE MT. HEALTHY CITY SCHOOL DISTRICT,
as the School District

By: _____
Printed Name: Kristin Yancey
Title: Interim Treasurer
Date: [_____] [__], 2025

Authorized by Resolution No. [_____] approved December 8, 2025.

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO,
as the Township

By: _____
Printed Name: Jeff Weckbach
Title: Township Administrator
Date: [_____] [__], 2025

Authorized by Resolution No. [_____] approved December 23, 2025.

Approved as to Form:

By: _____
Brodi J. Conover, Law Director

R.C. 5705.41
CERTIFICATE OF AVAILABILITY OF FUNDS

The undersigned, Fiscal Officer of Colerain Township, Hamilton County, Ohio (the "**Township**"), hereby certifies in connection with the Tax Incentive Agreement entered into between the Township and the Northwest Local School District, dated as of [_____] [__], 2025, that:

The amount ($0.00) required to meet the contract, obligation, or expenditure for the attached during Fiscal Year 2025, has been lawfully appropriated for the purpose, and is in the treasury or in process of collection to the credit of an appropriate fund, free from any outstanding obligation or encumbrance. This certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

IN WITNESS WHEREOF, I have hereunto set my hand this [__] day of [_____], 2025.

_____
Fiscal Officer

Dated: [_____] [__], 2025

R.C. 5705.41
CERTIFICATE OF AVAILABILITY OF FUNDS

The undersigned, Interim Treasurer of the Mt. Healthy City School District (the "**School District**"), hereby certifies in connection with the Tax Incentive Agreement entered into between the School District and Colerain Township, Hamilton County, Ohio, dated as of [_____] [__], 2025, that:

The amount ($0.00) required to meet the contract, obligation, or expenditure for the attached during Fiscal Year 2026, has been lawfully appropriated for the purpose, and is in the treasury or in process of collection to the credit of an appropriate fund, free from any outstanding obligation or encumbrance. This certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

IN WITNESS WHEREOF, I have hereunto set my hand this [__] day of [_____], 2025.

_____
Interim Treasurer

Dated: [_____] [__], 2025.

EXHIBIT "A"

[To be Supplied]

EXHIBIT "B"

[To be Supplied]

EXHIBIT "C"

[To be Supplied]

CONSENT 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

Contract - Hamilton County - Facade Improvement Grant

Recommend approval of all consent items.

Rationale:

The Township was awarded $82,000 from Hamilton County for facade improvements to businesses along the Blue Rock/Cheviot Road corridor.

Joint Grant Agreement Between the Board of County Commissioners, Hamilton County, Ohio and Colerain Township, Ohio to Administer Economic Development Grant for Facade Improvements

RECITALS

This Joint Grant Agreement (the "Agreement") is entered into on _____ day of _____ , 2025 ("Effective Date"), by and between the Board of County Commissioners, Hamilton County, Ohio ("County") and Colerain Township, Ohio ("Grantee").

Whereas, pursuant to Ohio Revised Code 307.07, County has created an Office of Economic Development (the "OED"), and appointed the County Administrator as its Director, to promote the economic welfare and improve economic opportunities for the people of Hamilton County; and

Whereas, pursuant to ORC 307.07, County may appropriate moneys from the County's general fund for the Office of Economic Development and used for any economic development purpose of the Office; and

Whereas, the County included the Façade Grant (CRG) program in its 2025 overall budget to partner with cities, villages, and townships to invest in façade improvements within community business districts; and

Whereas, participating local governments applied for funds to invest into the improvement of properties within their business districts, especially improvements which are visible to the public and are public facing; and

Whereas, the Grantee submitted an application for a façade improvement project, to help improve the physical appearance and, thereby, the viability of Colerain Township's business district, further described in Exhibit A (the "Project") and Exhibit B (Grantee's "Application") attached hereto and incorporated herein as part of this Agreement; and

Whereas, the Façade Review Committee recommended funding the Project to the Board of County Commissioners (BOCC).

Incorporating the foregoing Recitals and in consideration of the mutual promises, covenants and agreements contained herein, the sufficiency of which is expressly acknowledged, the parties agree as follows:

1. **Term:** The Grant Term shall commence as of the Effective Date and extend through May 31st, 2027 (the "Grant Term") unless the Term of this Agreement is modified in writing, or the Agreement is terminated in accordance with the provisions hereof.

2. **Grant Agreement and Uses:** Subject to the terms of this Agreement, the County, by and through its Office of Economic Development, hereby grants to the Grantee a one-time grant of money in the amount of Eighty-Two Thousand Dollars ($82,000) (the "Grant Funds"). The Grant Funds are awarded to the Grantee exclusively to undertake and complete the Project. Any other use of Grant Funds without prior written approval of the County shall be considered a non-allowable expenditure and may be subject to reimbursement of Grant Funds to the County upon a financial audit.

3. **Disbursement**: Upon execution of this Agreement, the County will disburse the Grant Funds on a reimbursement basis. The Grantee shall invoice the County for Grant Funds and provide source documentation on corresponding expenditures in a format acceptable to the County. Source documentation shall include invoices and proof of payment. The County will make all reasonable efforts to pay such funds to the Grantee within 30 days of receipt of invoice and acceptable source documentation. The Grantee shall not submit invoices more frequently than monthly. Disbursement of Grant Funds is limited to actual costs and expenses the Grantee incurs after the Effective Date for the Project up to the maximum amount of Eighty-Two Thousand Dollars ($82,000). Grantee agrees that the Grant Funds are restricted and may only be used for the uses outlined in Exhibit A. Grant Funds disbursed under this Agreement cannot supplant any other funding. Any Grant Funds disbursed to Grantee for ineligible costs or expenses shall be returned to County, immediately upon request.

4. **Subcontractors:** The Grantee agrees to secure qualified personnel and/or contractors to complete the Project. All personnel performing work on the Project shall be under the direct supervision of the Grantee or the Grantee's contractors. The Grantee agrees to comply with any and all applicable laws governing the selection of contractors under this Agreement.

5. **Competitive Procurement**: The Grantee agrees that the procurement of goods and services utilizing Grant Funds shall be through a competitive procurement process required by the Ohio Revised Code.

6. **Records of Grant Funds and Access**: The Grantee shall maintain full, accurate and complete financial and accounting books, records and reports ("Records") of all direct and indirect uses and expenditures of the Grant Funds consistent with cash basis accounting principles. The Grantee shall keep and preserve all Records for at least three (3) years following the expiration of this Agreement. The County or the County's designated representative, at the County's cost and expense, shall have the right to audit the Records at any time but shall not unreasonably interfere with the Grantee's operations in connection with any such audit.

7. **Reporting**: The Grantee will submit a progress report as well as a completion report. The County reserves the right to require the submission of additional reporting as it relates to the activities included in the Project. Such documentation may include, but is not limited

to, reports, spreadsheets and databases whether in electronic or paper form. With reasonable promptness, Grantee shall supply County with such reporting and information pertaining to the Project as from time to time may be reasonably requested.

7.1 Progress report. Progress reports are due 9 months into the Grant Term, Grantee shall submit a report satisfactory to the County which includes the following information:

.1 A narrative summary of Project status during the reporting period;
.2 Amount of Grant Funds obligated and spent; and
.3 Description of any risks to Project implementation.

7.2 Completion report. By May 31st, 2027, the Grantee shall submit a completion report which includes the following information:

.1 Project summary;
.2 Impact the Grant Funds made on the Project;
.3 Feedback from businesses on the economic impact of project, including testimonials and photos; and
.4 Total Grant Funds spent.

8. **Indemnification**: The County does not waive and expressly retains all statutory and common law immunities and defenses, including but not limited to those provided under Ohio Revised Code Chapter 2744. The Grantee, to the fullest extent permitted by law, agrees to indemnify, defend, and hold harmless the County, its officials, employees, and agents from any claims, liabilities, damages, losses, or expenses arising out of or related to the Grantee's breach of this Agreement or the negligent or wrongful acts or omissions of the Grantee, its contractors, subcontractors, or agents in connection with this Agreement. The Grantee shall require all subcontractors to indemnify, defend, and hold harmless the County and name the County as an additional insured on all applicable insurance policies covering their performance under this Agreement. Nothing in this Agreement shall be construed to obligate the County to indemnify any party or to waive its statutory immunities or defenses.

9. **Adherence to State, Local and Federal Laws, Regulations**: The Grantee shall comply with all federal, state and local laws, rules and regulations applicable to the expenditure of the Grant Funds and the completion of the Project.

10. **Responsibility for Own Acts :** Except as otherwise provided under applicable law and without waiving or reducing any immunities provided thereby, each party shall be solely responsible for its negligent acts or omissions in the performance of its activities under this Agreement and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. The parties agree that this section is only a

statement setting forth the limited responsibility of each party solely for its own acts of judicially determined negligence or willful malfeasance, and is not and shall not be construed as any contractual or other obligation to defend, indemnify, or hold harmless the other party. Neither party, by this Agreement, shall assume any liability or obligation of the other party.

11. **Insurance: Grantee Insurance Requirements**: The Grantee shall maintain, or cause to be maintained, insurance coverage in commercially reasonable amounts sufficient to protect against claims that may arise out of or result from activities under this Agreement. This includes, but is not limited to:

    a. Commercial general liability insurance with minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate;

    b. Workers' compensation insurance in compliance with applicable Ohio laws;

    c. Property insurance covering any real property or equipment purchased or used in connection with the Project; and

    d. The County shall be named as an additional insured on the Grantee's commercial general liability and, where applicable, umbrella policies. Certificates of insurance evidencing required coverage and naming the County as an additional insured shall be submitted to the County upon request.

    Subcontractor Indemnification and Insurance: If the Grantee engages any subcontractor or third party in connection with the Project, the Grantee shall require that such subcontractor:

    a. Maintains insurance coverage equivalent to the coverage described above, with the County named as an additional insured; and

    b. Indemnifies, defends, and holds harmless the County, its officials, employees, and agents from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees and court costs) arising from the subcontractor's acts, omissions, or failure to perform under this Agreement.

    c. The Grantee shall provide documentation upon request demonstrating that subcontractors meet these requirements prior to beginning any work funded by this Agreement.

12. **Termination:** This Agreement may be terminated by the mutual written agreement of the parties; or by either party upon thirty (30) days written notice to the other in the event of a party's substantial failure to perform in accordance with the terms of this

Agreement. Expenditures incurred prior to termination shall be submitted and reimbursed in accordance with the terms of this Agreement.

13. **Amendments:** No amendment or modification of this Agreement shall be valid unless in writing and signed by authorized representatives of both parties.

14. **Suspension of Funds:** The County reserves the right to withhold or suspend disbursement of Grant Funds if the Grantee fails to comply with any terms of this Agreement, including reporting obligations, use of funds, or applicable laws and regulations.

15. **Notices**

Any notices required under this Agreement shall be in writing and delivered personally, by certified mail, or via a nationally recognized overnight courier service, to the following addresses (or such other addresses as may be designated in writing by either party):

To the County:
Jeffrey W. Aluotto
County Administrator
Hamilton County Board of County Commissioners
Hamilton County Administration Building
138 East Court Street, 6th floor
Cincinnati, Ohio 45202

With a copy to:
Kelly Adamson
Office of Economic Development
Hamilton County Administration Building
138 East Court Street, 6th floor
Cincinnati, Ohio 45202

To the Grantee:
Colerain Township
Attn: David Miller
4200 Springdale Rd Cincinnati, OH, 45251

Either Party may update its notice information by providing written notice to the other Party in accordance with this Section.

16. **Governing Law and Venue:** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio. Any legal action arising out of or relating to this Agreement shall be brought exclusively in a court of competent jurisdiction located in Hamilton County, Ohio.

17. **Entire Agreement:** This Agreement, including all exhibits and attachments hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements, discussions, understandings, or communications, whether written or oral.

18. **Force Majeure:** Neither party shall be liable for failure or delay in performing its obligations under this Agreement if such failure or delay is due to a Force Majeure Event. A "Force Majeure Event" means an event beyond the reasonable control of a party, including but not limited to natural disasters, war, terrorism, strikes, or government orders. The affected party shall promptly notify the other party in writing and make reasonable efforts to resume performance.

19. **Reversion of Funds:** If the Project is not completed in accordance with this Agreement or if the Project site is transferred or repurposed within five (5) years of completion, the County may recover all or a portion of the Grant Funds as determined in its sole discretion.

20. **No Third-Party Beneficiaries:** This Agreement is entered into solely for the benefit of the County and the Grantee. Nothing in this Agreement shall be deemed or construed to create any rights to any third party.

[Signature Page follows.]

The terms of this Agreement are hereby agreed to by all parties, as shown by the signatures of representatives of each.

Name Title Colerain Township	Date
Jeffrey W. Aluotto Hamilton County Administrator	Date
Approved as to form: DocuSigned by: Patrick X. Dressing 27D16D58535643A...	11/21/2025
Assistant Prosecuting Attorney	Date

Exhibit A
Project Scope and Budget

A. Project Scope

Colerain Township requests $82,000 for façade improvements in the White Oak Business District, with a total project cost of $95,000. Demonstrated interest in the program includes local restaurants who are key community anchors in need of upgrades. Improvements will restore historic character, enhance curb appeal, and prepare vacant spaces for local tenants. With strong interest from property owners and matching contributions from the Township, these highly visible projects are expected to catalyze reinvestment, increase foot traffic, and strengthen White Oak's identity as a thriving neighborhood hub.

B. Project Budget

Funding Sources:

Hamilton County Economic Development Façade Grant: $82,000

Funding Uses:
Colerain Township will take on a competitive process, requesting applications from property owners and from there, identifying, and prioritizing façade projects in their community. Funds are eligible for the following façade improvements:

- Architectural, design, and related professional fees
- Attached exterior lighting
- Awnings, canopies, and any shade mechanisms affixed to the building
- Doors and windows
- Exterior painting (including murals)
- Gutters and down spouts
- Improvements made towards ADA compliance
- Labor, materials, and fixtures
- Rehabilitation of exterior facades to recover and/or preserve significant historical and architectural features
- Removal of barriers to access for people with disabilities
- Roofing blight improvements
- Siding and trim treatments
- Signs that are integrated into the architecture of the building
- Storefront windows

Exhibit B
Grant Application

Friday, August 15, 2025

Hamilton County's Economic Development Community Facade Grant Program (EDCFG):

Hamilton County recognizes the positive impact individual façade improvements can have on community business districts. Our goal is for this program to be an impactful economic tool for your community's business district. Grant requests cannot exceed $100,000 and eligible applicants are cities, villages, and/or townships. NOTE: Communities receiving funds must incorporate a match program with participating property owners.

Complete applications and corresponding attachments should be emailed to Kelly Adamson, kelly.adamson@hamiltoncountyohio.gov **by 11:59pm on Friday August 15th.** There will be no exceptions for late submissions.

For questions, please contact Kelly Adamson at 513-946-4437 or Kelly.adamson@hamiltoncountyohio.gov.

APPLICATION NOTES:

- **You do have the capability to save a draft, however we recommend completing answers in a separate Word document and then submitting when answers are final, in the case that you have trouble saving your grant application.**
- **Please be sure to read each question thoroughly, including the sublabels.**

Eligibility and Selection Criteria: Please review all requirements prior to applying.

Eligible Applicants:

- Cities, villages, and townships within Hamilton County (yet outside of the City of Cincinnati)
- If awarded funding, façade programs are to be led by cities, villages, or townships within Hamilton County.
- Applicants must be in good standing with all past and current Hamilton County grants.

Program Requirements:

- If awarded funding, individual façade programs are to be created and led by grantees. Hamilton County will provide eligibility requirements and best practices for rolling-out a façade grant program, however the city/village/township administration will be the leader and decision-maker for their own façade program.
- Grant requests can be up to $100,000
- Communities receiving funds must incorporate a match program with participating property owners.
- Projects must be complete, with necessary documents submitted within 18 months of the grant award.
- A minimum of one community representative must take part in a Hamilton County led "Façade Program: How It Works" virtual meeting or phone call.
- All funds received through the Façade Grant must be used for eligible purposes and for eligible buildings.
- Grant reports are due to Hamilton County 30 days after the project facade is completed.

For all other information on eligibility, scoring criteria and additional considerations, please visit the grant webpage.

Acknowledgement of grant eligibility, criteria and requirements

I have read and understand the above eligibility and program requirements. If awarded grant funding I agree to Hamilton County's grant reporting requirements.

Applicant Information

Local Government Name

Colerain Township

Contact Name

David Miller

Contact Title

Development Director

Contact Phone Number

(513) 923-5012

Contact Email

DMiller@colerain.org

Government Website (if applicable)

www.colerain.org

Local Government Address

4200 Springdale Rd
Cincinnati, OH, 45251

Facade Program: Financial Information

Total grant funding request. Cannot exceed $100,000

82000

Acknowledgement of Match for Facade Program

I understand and agree to incorporating a match program with participating property owners. The match % can be decided by each individual community administration. (For example, the community administration can choose to provide 80% of the total project cost and the property owner be responsible for 20% of the total project cost.) For questions regarding this, contact Kelly Adamson.

Total cost of facade project (estimated)

95000

Project Budget: If you have a budget for your facade program, please upload here:

XLSX Colerain Township Project Budget - H... .xlsx

Façade Program Description and Anticipated Impact:

Colerain Township's White Oak Business District is primed for growth with a new Wawa under construction and a large undeveloped parcel currently being targeted by multiple developers. This façade improvement program will serve as a catalyst for revitalizing and enhancing the architectural character and unique identity of the area. The White Oak character area is a pedestrian-friendly neighborhood hub with local retail. By prioritizing projects in this area, we would maximize a public-private partnership that would invest and strengthen small business stability. These improvements will not only stimulate local

commerce and attract private reinvestment but will also build lasting community pride and cohesion through a shared commitment to preserving and enhancing our neighborhood's character. Both sites for which we are seeking grant funding are local restaurants that have been unique attractions in the White Oak community. Improving their facades will increase neighborhood traffic, appearance of the area, and create a more inviting and hospitable place for residents to enjoy.

When do you anticipate your community's facade program to begin?

We anticipate our program would begin as soon as contracts can be finalized and funding becomes available. We are working closely with the business owners who are anxious to start the work as soon as possible.

How will a façade improvement program contribute to the economic impact of your community?

White Oak is one of Colerain Township's most walkable and attractive small business districts, but years without consistent facade investment have left it in need of a visual and economic boost. A facade improvement program would provide that life, refreshing the district's appearance, encouraging reinvestment, and drawing new customers through increased foot traffic.

Recent investments in the neighborhood, including a new Wawa development, show clear momentum. By improving storefronts, we can help small businesses capitalize on that momentum, attract visitors, and foster long-term and sustainable growth.

This program directly aligns with our long-term economic development strategy of prioritizing small business success, preserving White Oak's unique neighborhood identity, and transforming this district into a thriving, high-traffic destination.

Please explain any prior experience your government/community has had with creating, or overseeing business improvement programs, such as a facade grant program. If no prior experience, share how your government/community is prepared to create and oversee a facade grant program:

Colerain Township has worked on numerous neighborhood improvements projects. One of them being a project with the Port Authority to acquire dilapidated homes and rebuild them with the goal of doing infill development in a neighborhood in need of assistance. Our role in the projects was to manage the demolition of the dilapidated homes in partnership with the Port and recruit infill developers to build new single-family homes. Through this partnership several new homes have been built in the Northbrook neighborhood. We are currently working with the Port Authority on a joint project that acquired the long-vacant Sears building at Northgate Mall which is currently under demolition. The goal is to do complete transformative redevelopment of the mall site. We have also worked with OKI, Hamilton County, Metro, and other groups to add sidewalks in neighborhoods where they previously did not exist.

Financial and Community Need

Provide details and justification for why your community needs financial assistance for a façade improvement program:

In recent years, we attempted facade programs through the use of CDBG funds but were unable to qualify the applicants due to strict federal CDBG eligibility requirements, such as income thresholds and building age criteria, which excluded several otherwise qualified small businesses in White Oak. Over the last several years, Colerain Township has been focused on critical infrastructure needs with our sidewalk programs in neighborhoods where none currently exist. This grant is an opportunity for us to help local businesses and bring our vision for this area to life, which we would otherwise be unable to do due to Township budgetary constraints. Without updated facades, the small business district struggles to compete with nearby renovated commercial areas, reducing traffic and limiting the ability of local shops to attract new customers.

Provide a snapshot of your community's business district. Include information of what kinds of local businesses are in your community, size of business district and any other descriptive items to know about your business district.

Surrounded by dense well-established neighborhoods in all directions, the White Oak Business District

spans roughly one mile along Cheviot Road. There are multiple gas stations, auto repair shops, retail stores, a local restaurant/bar with outdoor recreation, a large, active long-standing church, a thriving multi-generational garden center, and two restaurants. This area is located down the street from the large White Oak Shopping Center in Green Township and Saint James Church and School. Compared to our larger business districts like those along Colerain Avenue, White Oak retains more of that community feel we want to encourage and develop. There have been new developments and improvements made to this area in recent years, and our goal is to continue to revitalize this area by helping improve the facades of some of the smaller businesses. We want to support the small local businesses in the area and attract new customers to the area. It is important that these businesses thrive to maintain the community feel. The district's sole vacancy, a well-known ice cream shop, presents a prime opportunity to restore a cherished gathering spot and demonstrate the visible impact of facade imrpovements.

Share any information on community and/or financial partnerships involved in this project:

Of the two projects included in this grant application, one business has committed to a 20% match, while the other will contribute a 10% match. These contributions demonstrate each owner's investment in the success and sustainability of their project.

If you have specific information on local businesses ready and waiting for façade improvement projects, please outline each project individually and include or attach the following information: 1. Business name and address of project site. 2. Statement of work 3. Letter of intent 4. Project budget 5. How the project is a larger part of a building/redevelopment, and/or community redevelopment.

1. There are two local businesses ready and waiting for façade improvements. The first business is Grace of India, located at 6900 Cheviot Road. This restaurant is located on one of the most unique parcels in the Township. Grace of India has a goal of restoring their building's historic charm while giving it a fresh, vibrant look that attracts both loyal locals and new visitors. Specifically, the grant would enable Grace of India in addressing years of wear and tear with thoughtful improvements that preserve its unique architecture while improving curb appeal and accessibility. This project is part of a larger redevelopment of the area. The parcel is in the middle of Cheviot Road and attracts a lot of attention considering its unique position at a fork in the road and its rich legacy in the neighborhood. The ownership does not have the full funding needed to update their property and this grant will allow them to do so and support the continued development of White Oak. Due to Grace of India's central location within White Oak, Colerain Township is committed to prioritizing its facade improvement and using this parcel as a catalyst for further improvements throughout the district.

2. The second business is B'z Sweet Treats, located at 7401 Cheviot Road. In the past, this site was home for many years to an ice cream shop that served as a community staple and one of the few small restaurant businesses in Coler Township. When the shop closed several years ago, the Township lost a vibrant gathering place. The current owner plans to bring an ice cream shop back to White Oak but must complete facade improvements before opening. Planned upgrades include new signage, a placemaking art sign, and murals on the side walls. The owner has a goal of creating an iconic, easily identifiable destination where residents can gather. By supporting this facade improvement project, we can help ensure the successful reopening of the ice cream shop and restore a beloved community space.

Please upload any specific facade project information from the above question here:

3633 Blue Rock Rd. Property
(BEFORE Pictures)





3633 Blue Rock Rd. Property
(BEFORE Pictures)





3633 Blue Rock Rd. Property
(BEFORE Pictures)









Stage 1 Pictures
(Completed)













DOC Colerain Twp Grant Letter.doc

PDF 20250815 Proposal Taste of India.pdf

DOCX grace India.docx

Please share any additional information we should know about your request here:

These two projects have the potential to serve as visible catalysts for reinvestment throughout the White Oak Business District. Both businesses are eager to begin work and have committed their own matching funds, showing strong buy-in and readiness. With strategic locations and high visibility, their improvements will set a positive example for other property owners and help accelerate broader revitalization efforts. Colerain Township appreciates your consideration for this grant and we are available to provide assistance with any further questions you have.

Has your community received funding from Hamilton County before? Yes

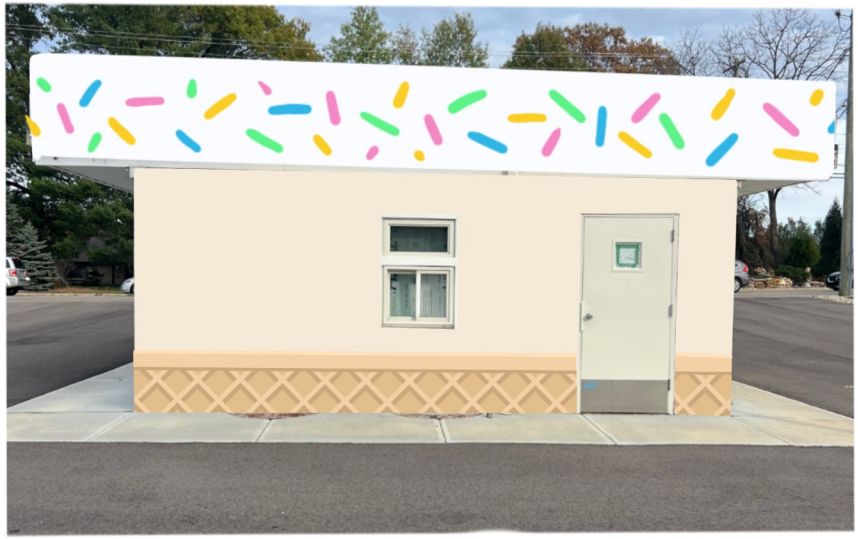
By submitting this application, the applicant hereby attests that they have the legal authority to sign and submit this application, and that all information provided in this application is complete and accurate. The

applicant further agrees to submit all necessary source documentation demonstrating payment of eligible expenses and close-out reports if approved for funding.

Application Reminders

Any attachments to supplement this application should be emailed to kelly.adamson@hamiltoncountyohio.gov by February 14 at 5:00 p.m.

If you have any questions regarding Hamilton County's Community-Based Event Grant program, email kelly.adamson@hamiltoncountyohio.gov








B'z SWEET RETREAT

ROCK SOLID CONSTRUCTION

DEMOLITION - EXCAVATION - CONCRETE

P.O. Box 386 Ross, OH 45061

513-383-1628

matt@rocksolidconstruction.org

Estimate

8/15/2025

Proposal Submitted To:

Colerain Township

4200 Springdale Road

Colerain Township, OH 45251

Attn: David Miller

Job Name: Grace of India

Job Location: 6900 Cheviot Road

JOB DESCRIPTION	PRICE
Exterior Improvements to Brick Building	$ 60,000.00
Estimate Includes:	
Install New Concrete Wheel Chair Ramp and Steps for Front Door Access	
Repair all Exterior Trim	
Paint Exterior Walls of Building	
Replace Steel Door and Frame on Side of Building to Meet Code	
Repair Hole in Brick Wall in Side of Building	
Install Handrail at the Front Entrance for Steps and Ramp	
Hire Architect for Design of Front Entrance to Meet Code	
Not responsible for permits. Additional cost items added to this estimate by authorized written order only.	
We hereby propose to furnish material and labor, complete in accordance with the above specifications according to standard practices.	
Fully covered by Workers Compensation Insurance and Liability.	

Estimate may be withdrawn if not accepted within 30 days. $ 60,000.00

Terms 30 Days **$ 60,000.00**

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Customer Signature_____

Authorized Signature of Rock Solid Construction_____

3633 Blue Rock Rd. Property
(BEFORE Pictures)









3633 Blue Rock Rd. Property
(BEFORE Pictures)

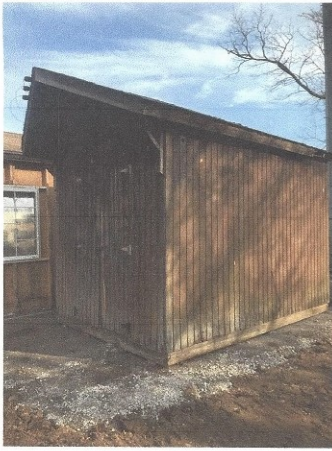








3633 Blue Rock Rd. Property
(BEFORE Pictures)









HAMILTON COUNTY ECONOMIC DEVELOPMENT COMMUNITY FAÇADE PROGRAM (EDCFP)
Colerain Township Project Budget
15-Aug-25

Grace of India Restaurant
6900 Cheviot Road
Cincinnati, OH 45247

Contractor: Rock Solid Construction (estimate uploaded)
Estimated Cost: $65,000.00
Includes the following work:

- Install new concrete wheel chair ramp and steps for front door access
- Repair all exterior trim
- Paint exterior walls of building
- Replace steel door and frame on side of building to meet code
- Repair hole in brick wall in side of building
- Install handrail at the front entrance for steps and ramp
- Hire architect for design of front entrance to meet code

B'z Sweet Retreat
3633 Blue Rock Road
Cincinnati, OH 45247

Contractors: Various
Estimated Cost: $35,000.00 (letter uploaded)
Includes the following work:

- Fiberglass landmark ice cream statute
- Vinyl wrapped signage & custom painting
- New/repair windows
- Shelter/covered seating with garage doors

My name is Chris Brown, and I am the president of Blue Rock Real Estate, LLC. We recently acquired the property at 3633 Blue Rock Rd., Cincinnati, Ohio 45247, formerly known as Eat n' Treat, and are actively working to rejuvenate it.

Throughout the years, especially in my youth, I visited that location regularly with my family to enjoy ice cream. I was very disappointed to learn when the former owners of Eat n' Treat decided to close their doors. So, when the opportunity arose to purchase the property, I decided to pursue it despite its desperate need for extensive cleanup and renovation. I did so for two main reasons. First, to help fulfill my wife Shannon's goal of opening a family business with our children, Zachary and Brianna. Second, for the community, because this property, with its longstanding history as a neighborhood gathering spot, has always been meaningful—a place where families can meet and enjoy quality time together.

Recently, I was informed by Colerain Township that our project is an excellent candidate for a grant opportunity, which would help support our efforts to restore and enhance, once was, a valued community landmark. As we know, small businesses are vital to community prosperity, offering jobs, fostering social connections, and generating revenue for essential services. I believe Colerain Township's continued support for small businesses in and around White Oak, especially along our stretch of Blue Rock Rd., demonstrates a shared community vision of enhanced amenities and beautification. I aim to further contribute to this progress by revitalizing a cherished, multi-generational local business, blending both traditional and modern elements, providing all who visit with a valuable community asset.

My background encompasses over 34 years of owning businesses experienced in the light industrial, commercial, and retail sectors, equipping me with the knowledge of how to build things and manage the overall operations of a business. My wife, with over 25 years of successful retail General Management positions, has built her success on the strong relationships that she develops with her customers, rather than just the products. I believe she will do very well at managing that location and developing community ties. Events, such as a day for the community to meet the Township's Fire and Police Departments, car shows, school fundraising days, and local entertainment are just some of the ideas we anticipate to bring back to that location, which will foster a safe, welcoming place to visit with a shared purpose. That is what I want to restore.

The enclosed pictures highlight some of the progress we've made in revitalizing this property. I have also enclosed pictures of what we plan to do with the property. Based on what I've read in the EDCFP information, I believe there is a positive fit for a grant opportunity to further assist us in our efforts. I would implore that the County consider and include grant support for the ice cream cone on the roadside pole, as it will tie in with the theme of the building and business. The ice cream cone can be mounted on the building. But, preliminary drawings and outside opinion conclude that the placement fits the community appeal far better mounted on the pole. Not only would that consideration show additional support for us in our efforts, but also for Colerain Township's new Placemaking Art Sign program, which falls under a community landmark sign.

We plan to open our doors to the community on April 1, 2026. Although much remains to be completed, we are working diligently to reach this goal. Through ongoing improvements, grant opportunities, and a focus on creating a welcoming environment, together, I believe our ongoing efforts to revitalize a property's historic charm are quite attainable.

I would like to thank Colerain Township for presenting this grant opportunity to us. Their continued support of our efforts gives additional meaning to revitalizing this property. We hope to surpass their

expectations on that location, so that they too can benefit in their vision and continued improvement efforts to the White Oak area. I would also like to thank the County for its time and consideration of our property as a grant recipient. Grant support goes a long way when it comes to opening or improving a small business. I imagine it would be a noteworthy benefit for the Township, as well.

We respectfully request a contribution of $35,000 to support the exterior restoration of a historic landmark property. Your generous assistance will be instrumental in preserving this important site and fostering meaningful, sustainable improvements that will further enhance White Oak's aesthetic appeal.

If you have any questions, please feel free to contact me at (513) 256-9500 or email coloringmulch@gmail.

Blue Rock Real Estate, LLC



Christopher M. Brown
President

August 15, 2025

From:
Mr. Raj Rajagopal
5990 Dry Ridge Rd.
Cincinnati, Oh 45252

To Whom It May Concern,

As a former Trustee of Colerain Township, I am honored to provide this recommendation for Grace of India Restaurant, located at 6900 Cheviot Road, Cincinnati, Ohio 45247, to receive funding for their facade improvement project. Grace of India Restaurant has long been a valued member of our community, not only for its authentic cuisine but also for its commitment to fostering cultural diversity and local economic growth.

The proposed façade improvement initiative by Grace of India promises to enhance the aesthetic appeal of the neighborhood, contributing positively to the Township's ongoing efforts to revitalize its important commercial corridors and improve community pride. The improvements will help sustain and strengthen the business, attract new customers, and often can encourage other local businesses to invest in their own storefronts.

Supporting Grace of India's façade improvements aligns perfectly with Colerain Township's vision for a vibrant, welcoming, and economically prosperous community. Their dedication to quality service and community engagement positions this project as a meaningful investment that will yield both cultural and economic benefits.

I wholeheartedly endorse Grace of India Restaurant's grant application and am confident that with this support, they will make a lasting positive impact on our Township's landscape and community spirit.

Sincerely,

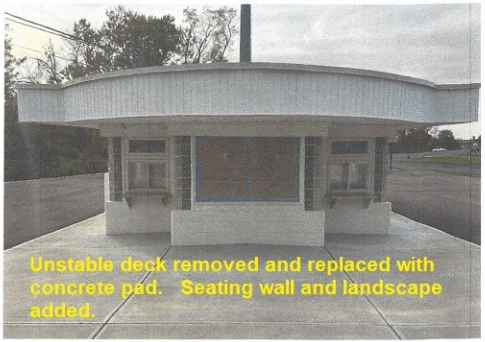
R Rajagopal

Raj Rajagopal
Former Trustee, Colerain Township
(513) 497-4262

Stage 1 Pictures
(Completed)

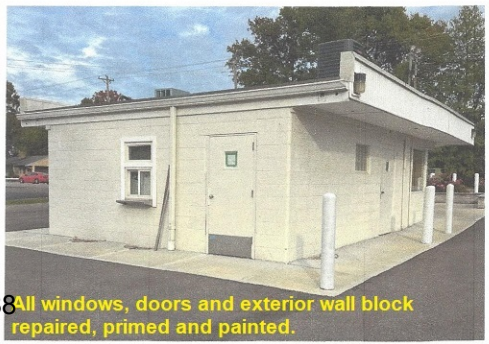


Old blacktop removed and replaced.



Unstable deck removed and replaced with concrete pad. Seating wall and landscape added.





All windows, doors and exterior wall block repaired, primed and painted.

Stage 1 Pictures
(Completed)







Leaking membrane roof replaced



Outdated metal exhaust vent removed.
Updated vent caps and chimney repaired.

CONSENT ITEMS

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

Grant Acceptance - Development - Duke Energy Foundation - $5,000
Recommend approval of all consent items.

Rationale:
The Township was awarded $5,000 from Duke Energy Foundation for a Northgate Mall Utility & ALTA Survey.

CONSENT ITEMS

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

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

Promotion - Human Resources Manager - Administration - Doug Rieman - $33.66

Recommend approval of all consent items.

Rationale:

This item is contingent on Board approval of the modification to the organizational chart. Should that occur, it is recommend that Doug Rieman be promoted into the role of Human Resources Manager at a rate of $33.66 per hour, effective December 22, 2025.

CONSENT ITEMS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire — Fleet Mechanic 2 — Department of Fire and EMS — Michael Lamanna — $29.00 per hour.
Recommend approval of all consent items.

Rationale:
The position of Fleet Mechanic 2 was posted, applications were received, and interviews were conducted. A conditional offer of employment was extended to the following individual:

- Michael Lamanna

The wage for this job is $29.00 per hour, and contingent upon Board approval, he would be eligible to begin work on January 5, 2026.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Donation Acceptance - Police Department - Moose Lodge No. 2 - $2,055.65
Recommend approval of all consent items.

Rationale:
Colerain Township Police Department is grateful for a $2,055.65 donation from Cincinnati Moose Lodge No. 2

CONSENT ITEMS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - $2,055.65 (Checks)

Recommend approval of all consent items.

Rationale:

Colerain Township Department of Fire and EMS is grateful for a $2,055.65 donation from Cincinnati Moose Lodge #2.