COLERAIN
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Minutes

January 6, 2026

1. **Opening of Meeting**

Ms Ulrich called the meeting to order at 6:00pm.
All trustees and the fiscal officer were present.

2. **Election of President**

Ms Ulrich nominated Mr Wahlert
Mr Wahlert declined.
Mr Wahlert nominated Mr Unger, Seconded Mr Unger
All voted Yes.
Mr Unger elected President.

3. **Election of Vice-President**

Mr Unger nominated Mr Wahlert, Seconded Ms Ulrich
All voted Yes.
Mr Wahlert elected Vice President.

4. **Pledge of Allegiance**

All recited the Pledge of Allegiance.

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

6. **Organizational Items**

a. Motion Reaffirming and Updating Trustee Meeting Rules of Procedure
Mr Weckbach recommended ADOPTION of the Motion.
Rationale: A Rules of Procedure document is a tool used to formalize the way the board intends to conduct its business during Board of Trustee Meetings. This update to the rules of procedure document reflects recommended changes per the discussion held at the December 9, 2025 Board of Trustees meeting. These changes will codify starting the business portion of the Trustees meeting at 6pm and changes to the Public Hearing process.

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Motion Mr Wahlert, Seconded Ms Ulrich.
No discussion.
All voted Yes. Motion approved.

b. Motion to Approve 2026 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: Special meetings will be held as necessary and will noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer.

Motion Mr Wahlert, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

c. Motion to Approve 2026 Regular Meeting Dates for the Code Enforcement Review Board

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

Motion Mr Wahlert, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

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

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: Each year the Township Trustees adopt this motion to continue the service of part-time employees.

Motion Mr Unger, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

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

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: The ICC members provide general technical advice for the Executive Committee and Board of Directors for OKI as required, and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors. The ICC also advises

and assists the Deputy Executive Director and staff in obtaining data required for continuing transportation planning commensurate with the Unified Planning Work Program, and other agreements for all areas of planning. Mr. Miller is recommended to serve as the primary representative for the Township and Ms. Mays is recommended to serve as the alternative on this committee. Mr. Miller has served as the primary for the Township since 2022 and Ms. Mays has served as the alternate since 2023.

Motion Mr Unger, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

f. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than $2,500

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

Motion Mr Wahlert, Seconded Ms Ulrich
No discussion
All voted Yes. Motion approved.

g. Resolution Authorizing the Advance of Funds - CDBG

Mr McElravy recommended ADOPTION of Resolution #1-26.
Rationale: In the 2025 Strategic Plan and Budget, the Board of Trustees appropriated Community Development Block Grant (CDBG) funds. In late 2024, the County provided a three year update to the CDBG plan for the following projects:
- $40,000: Geraldine Sidewalk Improvements
- $100,000: Springdale Road Sidewalk Improvements
- $50,000: Groesbeck Park Improvements
- $100,000: Residential Rehabilitation Projects

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

Motion Mr Unger, Seconded Ms Ulrich
Discussion:
Mr Unger - Does $100,000 cover it?
Mr McElravy - That is the amount that was approved in the 2026 strategic plan.
Mr Weckbach - When it comes to the advance of funds, we're allocated $300,000 over a 3 year time period.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes

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Resolution passed.

h. Resolution Authorizing the Transfer of Funds

Mr McElravy recommended ADOPTION of Resolution #2-26.
Rationale: The 2025 Strategic Plan and Budget calls for the following transfers out of the General Fund:
• $133,369 to the Zoning Fund (2181)
• $1,144,228 to the Park Fund (2911)
• $105,026 to the Community Center Fund (2912)
The 2025 Strategic Plan and Budget also calls for the following transfers out of the Fire Fund to cover the bond payments for 2025: • $732,175 to the Special Assessment Fire Bonds Fund (3301).

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

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

Mr McElravy recommended ADOPTION of Resolution #3-26.
Rationale: The Auditor of State provides guidance on the use of public monies for meals, coffee, and other refreshments as part of community events. This Resolution authorizes the expenditure of Township monies for that purpose for the events listed in the Resolution.

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

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

Mr McElravy recommended ADOPTION of the Motion.
Rationale: Annually, the Township adopts appropriations, which include a number of capital items. In conjunction with these appropriations and the Township Strategic Plan and Budget Book it is recommended that the attached list of capital items be approved by the Board of Trustees. Subsequent to this motion, staff will work with vendors to secure quotes and issue purchase orders for these items. Consistent with all large purchase orders, these purchase orders will need to be authorized and approved by two of the three Trustees prior to purchase. All purchases will not exceed the amount listed in the attachment. If quotes are obtained and the total purchase price would exceed the amount listed, then the new amount would come forward as a future agenda item prior to purchase.

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Motion Mr Unger, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

k. Motion to Approve the 2026 Payroll Calendar
Mr McElravy recommended ADOPTION of the Motion.
Rationale: During the organizational meeting, the Board of Trustees will typically approve the payroll calendar for the upcoming year.

Motion Mr Unger, Seconded Mr Wahlert
No discussion.
All voted Yes. Motion approved.

7. **New Business**

8. **Adjournment**

Motion to adjourn Ms Ulrich, Seconded Mr Unger

All voted Yes.
Meeting adjourned at 6:14pm.

Fiscal Officer

Trustee

Trustee

Trustee