

## Minutes

January 2, 2020

### 1. Opening of Meeting

Mrs. Harlow called the meeting to order at 7PM with all Board members present. She welcomed Mr. Wahlert to the Board.

### 2. Election of President

Mrs. Harlow asked for nominations for the election of Board President. Mr. Rajagopal nominated Mr. Unger. Mr. Wahlert offered the second. There were no further nominations and nominations were closed. Mr. Unger accepted the nomination.

Raj Rajagopal made a motion to elect Mr. Unger as Board President and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

### 3. Election of Vice-President

Mrs. Harlow asked for nominations for the election of Board Vice-President. Mr. Wahlert nominated Mr. Rajagopal. Mr. Unger offered the second. There were no further nominations and nominations were closed. Mr. Rajagopal accepted the nomination.

Dan Unger made a motion to elect Mr. Rajagopal as Board Vice-President and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

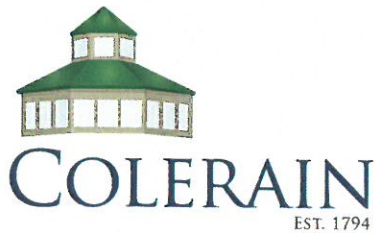
No - None

### 4. Organizational Items

- a. FIRST READING - Resolution to Establish Rules of Procedure for Trustee Meeting

Mr. Milz said Mr. Wahlert championed this item, so he asked him to speak on the matter.

Mr. Wahlert said he drafted this using the ORC and other townships' rules. He said no other township has a codified set of rules for the meetings. He said he has received some feedback already. Since this is the first reading, and will have second reading, we will work until we get it right. He said he wants to have the meetings structured and



for all to have the same treatment.

Mr. Milz said there would be no action on this tonight. He said a draft is in the agenda packet.

Mr. Unger said a lot of this is what we've already been doing. He offered some comments on the draft.

Mr. Rajagopal said he appreciates him putting this together. It was a lot of work. He said the Board should discuss this to get them on the same page.

Mr. Unger said we can discuss this in open session at the next meeting.

Mr. Wahlert said it's important to have the second open session on January 14 and maybe a work session.

b. Motion to Adopt 2020 Strategic Plan and Budget Book

Mr. Milz recommended adoption of a motion adopting the 2020 Strategic Plan and Budget. He said one goal of this administration is to align our financial resources with the work we want to accomplish. This means that we must understand the priorities of our trustees and residents, articulate those priorities clearly - in the form of a strategic plan - and then align the financial resources of the township - in the form of a budget - to accomplish the priorities. This document articulates our strategic initiatives and summarizes our budget for 2020.

Dan Unger made such motion and Raj Rajagopal offered the second.

Mr. Wahlert said he feels it would be best to table this to make a number of changes. He said there are items which he'd like to have more discussion, like the position of transparency director and the \$150,000 for beatification.

Mr. Rajagopal said he agrees with Mr. Wahlert. He said this is a big topic and we need more public input.

Mr. Unger said he's not interested in adding anyone to the census. He said Waycross is paid by the cable franchise fees and perhaps they can be contracted to help with communications. He did note that we will have some bond debt falling off.

Dan Unger made a motion to withdraw the motion and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

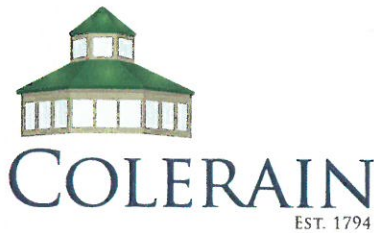
No - None

Matt Wahlert made a motion to table this item until the January 14 meeting and Dan Unger offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None





c. Motion to Approve 2020 Regular Meeting Dates for the Board of Trustees

Mr. Milz recommended adoption of a motion to establish the following dates as the regular trustee meetings for 2020. The Regular Meeting schedule of the Board of Trustees is similar to last year with one regular meeting in January, February, March, November and December and two regular meetings in April, May, June, July, August, September and October. The Board will Executive Session at 6:00 p.m., if needed, and Public Session at 7:00 p.m.

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

April 28, 2020

May 12, 2020

May 26, 2020

June 9, 2020

June 23, 2020

July 14, 2020

July 28, 2020

August 11, 2020

August 25, 2020

September 8, 2020

September 22, 2020

October 13, 2020

October 27, 2020

November 10, 2020

December 8, 2020

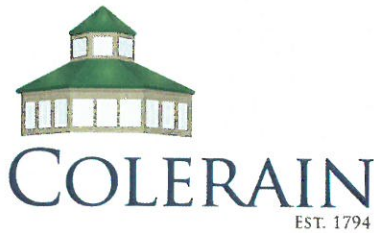
Dan Unger made such motion and Raj Rajagopal offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

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

Mr. Milz recommended the adoption of a motion to approve the continuation of employment and payment of part-time employees at the current rates. Each year the Township Trustees adopt this motion to continue the service of part-time employees.



Matt Wahlert made such motion and Raj Rajagopal offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

e. Motion Appointing Members of Tax Incentive Review Committee

Mr. Milz recommended the appointment of Jeff Baker and Rachel McKinney as representatives to the Hamilton County Tax Incentive Review Committee. Ms. McKinney has served as representatives of the Township on this Committee since January 2018. Mr. Baker is currently the Township's Fiscal Officer-Elect.

Dan Unger made such motion and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

f. Motion to Appoint Representative to Solid Waste Management District Policy Committee

Mr. Milz recommended the appointment of Trustee Rajagopal to the Solid Waste District Policy Committee. Trustee Rajagopal has served as the representative to this board since January 2018.

Dan Unger made such motion and Matt Wahlert offered the second. No discussion and the roll was called:

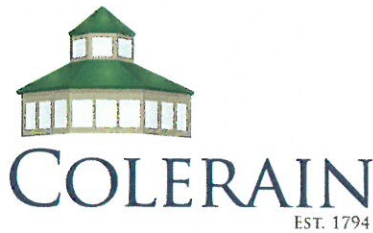
Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

g. Motion to Appoint Members of the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I

Mr. Milz recommended the appointment of Chris Behm to a four year term on the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I to serve as the Worker Member. He also recommended the appointment of Trustee Matt Wahlert to the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I to serve as the Township Member to fill the unexpired term of Trustee Greg Insko, expiring in 2021. Mr. Behm has served as the worker representative on this board since 2015. Trustee Wahlert would fill the unexpired term of Former Trustee Insko.





Dan Unger made such motion and Raj Rajagopal offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- h. Motion to Appoint Representative and Alternate to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments

Mr. Milz recommended the appointment of Trustee Unger as the representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Mr. Milz as the alternate. Trustee Unger has been the representative since January 2018. Mr. Milz has been the alternate since 2016.

Matt Wahlert made such motion and Raj Rajagopal offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

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

Mr. Milz recommended adoption of a motion authorizing the administrator to sign purchase orders equal to or less than \$2,500. 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. In 2019, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than \$2,500.00.

Dan Unger made such motion and Raj Rajagopal offered the second.

Mr. Wahlert asked why this is not aligned.

Mr. Milz said that's what the board chose. He said would be more efficient, but the board's decision in the past had set this.

Mr. Rajagopal said the \$2500 is appropriate.

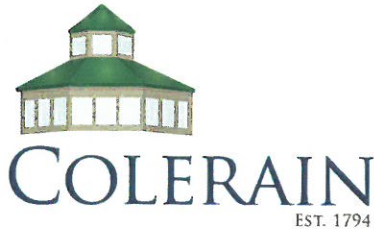
The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- j. Motion to Set Fees for Shelter Reservations and Community Center Rentals

Mr. Milz recommended adoption of a motion to modify the fee schedule for Shelter Reservations and Community Center Rentals. Each year the Public Services Department will review its existing fee structure to determine if all fees are at an



appropriate rate and to determine if they are adequately covering costs of service. The Department is proposing the following fee changes for 2020:

- Community Center Hall B: Increase of \$50 for residents and increase of \$100 for non-residents. Given the long term vacancy of the Event Setup worker position, Public Services staff have been paid overtime to work events at Hall B. The General Fund subsidy to the Community Center is expected to increase in future years and these small fee increases will help to offset that increase.

- Community Center Hall A: Increase of \$100 for residents and increase of \$150 for non-residents for the same reasons as the increase to Hall B.

As part of the 2020 strategic plan, the Department intends on conducting a full analysis of these rates to compare them to peer businesses and communities for a full scale fee review.

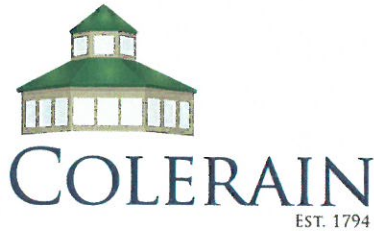
The fees will be:

Public Services

| Rental Fees                                 | Resident | Non-Resident |
|---------------------------------------------|----------|--------------|
| Baseball                                    |          |              |
| Dirt Infields                               | \$250    | \$250        |
| Grass Infields                              | \$275    | \$275        |
| Soccer                                      |          |              |
| Select                                      | \$125    | \$125        |
| Recreation                                  | \$100    | \$100        |
| Amphitheater                                | \$300    | \$375        |
| Shelters                                    | \$135    | \$225        |
| Right of Way Permit                         | \$15     | \$15         |
| Hall A                                      |          |              |
| Mon-Th \$100/hour with \$200 Janitorial Fee |          |              |
| Fri-Sat-Sun                                 | \$1,500  | \$1,800      |
| Extra Event Hour (Fri-Sun)                  | \$250    | \$250        |
| Extra Decorating Hour (Fri-Sun)             | \$75     | \$75         |
| Hall B                                      |          |              |
| Mon-Th \$50/hour with \$100 Janitorial Fee  |          |              |
| Fri-Sat-Sun                                 | \$600    | \$700        |
| Extra Event Hour (Fri-Sun)                  | \$200    | \$200        |
| Extra Decorating Hour (Fri-Sun)             | \$75     | \$75         |

Dan Unger made such motion and Raj Rajagopal offered the second. No discussion and the roll was called:





Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

k. Motion to Accept Ohio Plan's Proposal for Property and Casualty Liability Insurance

Mr. Milz recommended adoption of a motion to accept Ohio Plan's proposal for property and casualty liability insurance. Our property and casualty liability insurance broker, Hylant, brought us the attached proposal from the Ohio Plan for property and casualty liability insurance for 2020. The proposed premiums for 2020 increased very slightly over 2019's premiums (1.7% or \$3,965). The increase in our premiums is from \$224,975 in 2019 to \$228,940 in 2020.

Dan Unger made such motion and Raj Rajagopal offered the second.

Mr. Rajagopal asked if we took other bids on this.

Mr. Milz said the last time was 2016, because the market doesn't fluctuate annually. He said we will do a RFP for 2020. He said we're paying \$20,000 less than four years ago.

Mr. Unger said this insurance covers us on any property we own.

Mr. Wahlert said this has an exemption from competitive bidding.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

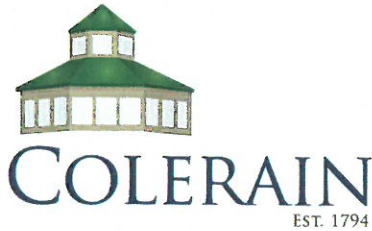
l. Resolution Authorizing Administrator to Execute Contracts With A Value Equal To or Less Than \$10,000

Mr. Milz recommended adoption of a resolution authorizing the administrator to execute contracts with a value equal to or less than \$10,000. In order to effectively and efficiently administer the business of the township, previous boards of township trustees have delegated the authority to execute contracts in an amount not to exceed \$10,000. It has been the practice of this administration to place all such contracts on the agenda in the consent section for the purpose of providing transparency.

Mr. Unger asked Mr. Sollmann if the Board could consider this since it was on the agenda, but the resolution wasn't in the packet. Mr. Sollmann said it was permitted.

Dan Unger made such motion and Raj Rajagopal offered the second.

Mr. Rajagopal said Mr. Milz did well and carefully last year.



Mr. Milz said all contracts on the agenda in the consent items.

Mr. Wahlert said this increases number of times we put an item out there.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

m. Resolution Adopting Organizational Chart and Job Descriptions

Mr. Milz said the Board indicated they want more discussion on communications manager position. He suggested they table this to January 14.

Dan Unger made a motion to table this item and Matt Wahlert offered the second.

Mr. Wahlert said it's inappropriate to deal with this, when they didn't deal with strategic plan and budget book. It needs to be aligned.

Mr. Milz asked the Board for their priority.

Mr. Unger said he doesn't want to increase census

Mr. Milz said it was built into the appropriations.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

**5. Public Hearing**

a. Public Hearing for Capstan Lighting District

Mr. Milz recommended the Board open the public hearing, then continue it to February 11. This will allow us to satisfy ORC requirements and deadlines.

Dan Unger made a motion to open the public hearing and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

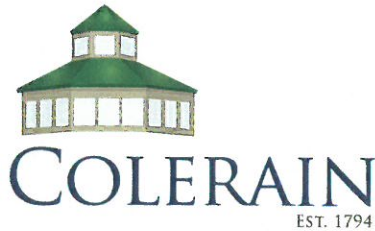
No - None

Dan Unger made a motion to continue the public hearing until February 11, 2020, and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None





- b. Public Hearing - Zoning Case ZA2019-06 - Zoning Map Amendment For A Portion Of Parcel Number 510-0013-0009 - "Abbeytown" Subdivision

Mr. Kohler presented the staff report. He said there will be no action tonight, but staff needs direction. The action will be on January 14.

Mr. Rajagopal asked about the drainage in the neighborhood and why soil and water did not respond.

Mr. Kohler said there are two storm water detention areas. The engineer didn't respond because detailed plans are still to be submitted.

Mr. Milz said the Township doesn't deal with storm water. This is a county issue and not a fight for the Township.

Dan Unger made a motion to open the public hearing and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

Mr. Sollmann swore in those who wished to speak.

Brad Austing with MI Homes said they do agree with staff recommendations and the conditions. He said the planned development produces better site plans, which are more sensitive to neighboring property owners. There are smaller lots, but there is more open space than with current zoning.

Scott Huber with Abercrombie & Associates spoke about the storm water management situation. He said the current culverts, on neighboring properties, are undersized. Their proposed detention will be effective.

Mr. Austin said the PD plan is a better plan for the neighborhoods and township.

Mr. Unger asked if we're not to consider the storm water, should we consider that part of the presentation.

Mr. Sollmann said that's outside the scope of the township, but this was discussed previously.

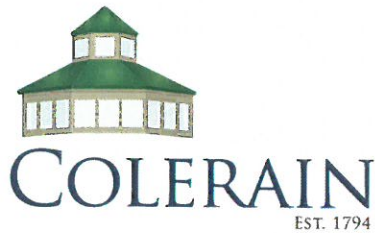
Mr. Wahlert price point difference with straight zoning versus PD.

Mr. Austin said this would be moving the cost of the project up.

Mike Flamm, West Kemper Road, provided Board with photos. He said they're going to go to straight zoning and shove this neighborhood down their throats. He is outraged that the Board would approve a subdivision that's not quality. He said he's not against the houses, he's against the density. He asked the board to deny the application.

Don Smith of Birchill spoke about the many facets of the rainwater/storm water issue. He's concerned about the 5-6" rain events and the flooding caused.

Mr. Unger asked if this should be considered at the county level.



Mr. Sollmann said the Board should consider the items in front of them and storm water isn't one of them.

Sean Callan of Manley Burke, spoke on behalf on behalf of clients, Ken and Becky Pitcher on Pippin Road. He said the Board is being asked to change the zoning map. He said the density is out of character for the area and is inconsistent with the comprehensive plan. He's asking the Board to deny this application.

Dan Unger made a motion to have a recess and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

The Board returned at 10:01PM, with all members in attendance.

Ken Pitcher of Pippin Road asked the Board to not approve the zone change request. Calvin Hunter, West Kemper Road, spoke about the Hunterston subdivision. He said Kemper Road is a very dangerous road.

Gloria Ahr of West Kemper Road said she is next to the proposed entrance of Abbeytown. She spoke about the safety issues of the road and suggested they put the entrance near the fire station.

Ken Gerth of West Kemper Road. He said he has well water and the wells are located near the water detention ponds. He also spoke about safety issues.

Calvin Hunter thanked the trustees and invited the trustees to visit the area.

Mr. Unger said we can't vote on this tonight so it can be properly noticed.

Mr. Rajagopal said this is the first night we heard both sides of the argument. He said there are comprehensive plan issues, which need to be worked out. He said both parties should meet and discuss this. He said we need more time to think about this.

Mr. Wahlert said we're talking about a \$22 million project with a lot of moving parts. He wants to dig deeper. He said it's easy to get distracted from the main points. He thanked everyone for coming out and for enduring the length of the meeting.

Mr. Callan distributed copy of his presentation to board.

Ken Pitcher asked about the process.

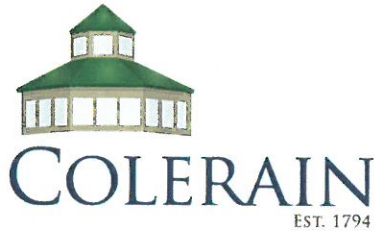
Mr. Milz asked for the Board to have a dialogue about this.

Matt Wahlert made a motion to close the public hearing and Raj Rajagopal offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None





Mr. Milz said there are timelines in the zoning resolution to say when things can or cannot happen. Within 30 days, the Board needs to take action, so this must be January 14. He said staff needs direction from the Board. He said they can prepare resolutions for both approval and denial.

## 6. Presentations

- a. Proclamation Designating January 7, 2020 as Colerain Police Officer Dale J. Woods Day in Colerain Township

Mr. Milz read the proclamation, designating January 7, 2020 as Colerain Police Officer Dale J. Woods Day in Colerain Township:

Whereas, Police Officer Dale J. Woods began his law enforcement career with the Colerain Police Department on March 31, 2003; and,

Whereas, Police Officer Dale J. Woods served his community as a SWAT officer, training officer, bike officer and supervisor; and,

Whereas, Police Officer Dale J. Woods lived a life of service as a police officer, fire fighter and dispatcher; and,

Whereas, Police Officer Dale J. Woods exemplified what a Colerain Police Officer should be; and,

Whereas, Dale J. Woods lost his life in the line of duty and in the brave service of the citizens of Colerain Township on January 7, 2019,

Now, Therefore, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, Do hereby designate January 7, 2020 as Colerain Police Officer Dale J. Woods Day in Colerain Township.

Raj Rajagopal made such motion and Matt Wahlert offered the second.

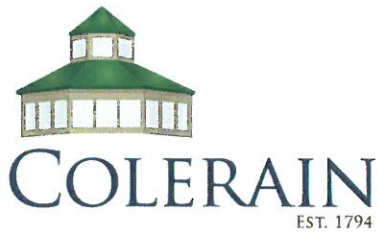
Mr. Unger asked for details about the event on January 7.

Mr. Milz said on January 7, at 6PM, we will rename Heritage Way to Dale Woods Way.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No – None

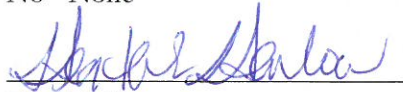


7. **Adjournment**

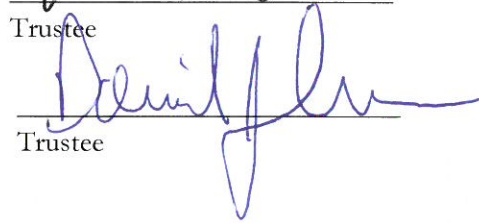
With no further business to come before the Board, at 10:55PM, Matt Wahlert made a motion to adjourn and Raj Rajagopal offered the second. The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None



Fiscal Officer

  
Trustee  
Trustee  
Trustee