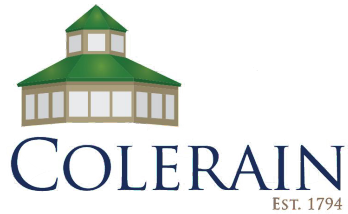


Regular Meeting of the Board of Trustees - April 28

April 28, 2020

- 1. Opening of Meeting**
- 2. Pledge of Allegiance 7:00 PM**
- 3. Meditation (Moment of Silence)**
- 4. Fiscal Office – Approval of Minutes from April 14, 2020**
- 5. Presentations**
 - a. Presentation from YMCA on Senior Center Activities
 - b. Presentation on Financial Scenarios for Fire Department
- 6. Citizens Address**
- 7. Administrative Reports**
- 8. Trustees' Report**
- 9. New Business**
 - Public Safety**
 - a. Motion to Purchase Four (4) Power “Load” Powered Cot Fastener Systems and One (1) Power – Pro XT COT
 - Public Services**
 - a. Resolution Authorizing Participation in the 2020 ODOT Salt Contract
 - Planning & Zoning**
 - Administration**
 - a. Resolution Extending the Emergency Declaration in Colerain Township
 - b. Resolution Modifying Paid Time Off Policy - For COVID-19
 - c. Motion Directing Township Administrator to Sign the 2021 Storm Water District Level of Service and Estimated Service Fee Form
 - d. Discussion of Veteran Banners
- 10. Old Business**
 - a. Resolution to Establish Rules of Procedure for Trustee Meeting
 - b. Motion Authorizing the Township Administrator to Enter into a Contract with Waycross for Communication Services
 - c. Discussion of Establishing Local Social Service Support Programs



- d. Discussion of Establishing Business Support Programs

11. Consent Items

- a. Contract with Abercrombie for Megaland Survey
- b. Motion to Authorize Acceptance of Monetary Donation to the Fire Department

12. Fiscal Office Report

13. Adjournment

14. Executive Session – if needed

PRESENTATIONS

Department: Administration

Department Head: Geoff Milz, Administrator

Presentation from YMCA on Senior Center Activities

Nora Dashley will give a presentation on the Senior Center's programming and efforts through the COVID Crisis.

Rationale:

PRESENTATIONS

Department: Fire

Department Head: Frank Cook, Fire Chief

Presentation on Financial Scenarios for Fire Department

Chief Cook will present financial scenarios for the Fire Department

Rationale:

PUBLIC SAFETY

Department: Fire

Department Head: Frank Cook, Fire Chief

Motion to Purchase Four (4) Power “Load” Powered Cot Fastener Systems and One (1) Power – Pro XT COT

Recommend adoption of a motion to purchase from the Stryker Corporation four (4) Power “Load” Powered Cot Fastener Systems and one (1) Power-Pro XT Cot in the amount of \$128,403.61

Rationale:

The proposed acquisition of the Power “Load” systems and cot will equip seven of the eight ambulances in the department’s fleet. This equipment enhances emergency medical personnel and patient safety by supporting the cot throughout the loading and unloading process, thus reducing the potential for employee spinal and muscular back related injuries. The system has a maximum capacity to lift up to 700-pounds.

Executive Summary

Stryker Power Cot and Power Load Purchase

Request:

Colerain Fire and Emergency Medical Services (EMS) requests permission to purchase additional specialized equipment designed to eliminate, or at minimum, reduce the occurrence of lower lumbar/back injuries resulting from the transfer and lifting of patients onto an ambulance cot and subsequently loading them into an awaiting ambulance for patient transport.

This request for purchase will provide for one (1) Stryker Power Pro-XT cot and four (4) Power Load systems. The PowerLOAD system (designed to lift up to 700 pounds) is capable of lifting and lowering cots into, and out of, an ambulance thus eliminating the need for the department's personnel to conduct manual lifting. This purchase would equip seven out of eight of our ambulances with this automated equipment. The eighth and final ambulance will be equipped with grant funding provided by BWC upon successful receipt later this year.

Rationale:

The proposed products, the Stryker Power LOAD System with the Stryker Power-Pro XT Cot, as designed, will provide safety and stability when lifting and lowering the cot into the paramedic transport unit. The department anticipates a significant decrease in its ergonomic risk factor score due to this advanced technology. As stated, manual lifting or lowering of a patient with the department's current system is becoming a larger risk factor for injury as the patient demographic in Colerain continues to change.

The Power-PRO XT Cot is equipped with an innovative, battery-powered hydraulic lifting system that raises and lowers the patient at the simple touch of a button. Manual lifting of the patient is eliminated from the process thus increasing productivity and decreasing risk of injury associated with patient movement.

Projected Outcomes:

There are two expected outcomes that are anticipated as a direct result of this purchase. First, the requested intervention will eliminate or substantially reduce potential for lifting injuries to the department's personnel by eliminating the routine lifting of patients while on an ambulance cot.

There are approximately five cot-lifting maneuvers initiated during each transport. Over the course of one year, this equates to approximately 26,000 cot-lifting maneuvers. The Power-PRO XT cot combined with the Power-LOAD System will eliminate each of these manual lifting maneuvers each year.

In addition, this cot system meets KKK-A-1822 Ambulance Specification as created by the United States Government Administration (GSA). This equates to a very secure mounting system to the floor of the ambulance. This security means that EMS providers and the patient are less likely to be injured as a result of an unfortunate collision.

The second expected outcome for this intervention is increased organizational productivity. Not only does this system allow for mechanical lifting and raising of all patients, but it also reduces the number of personnel needed to conduct patient moving maneuvers.

With current operations, patient maneuvering requires a significant number of personnel. Extra caution is utilized to assure that the proper number of individuals are in the correct, strategic place to assist with the lifting process. This takes time and human resources. This intervention reduces the number of personnel need for the lifting and reduces the injury exposure potential.

Personnel can be then be reassigned other job tasks that increase direct patient care such as intravenous therapy, electrocardiogram acquisition, patient assessment, vital sign attainment, and patient interaction. All of this allows for more rapid treatment of the critically ill and injured patient as well as decreased on scene times for the department's ambulances, which can lead to improved patient outcomes.

Budgetary Impact:

The funds from this capital purchase have been allocated as a result of eliminating one ambulance remount for the fiscal year 2020. The safety benefit added to the department's EMS operations was found to off-set the effects of foregoing an ambulance remount for a one-year period. The total cost of this project is \$123,556.72. An itemized quote can be found in the attached document. This cost is not an addition to what has been approved in the final budget for fiscal year 2020.



Power Load and Power Cot Colerain 2020

Quote Number: 10147000

Version: 1

Prepared For: COLERAIN TWP FIRE AND EMS DEPT

Attn:

Remit to:

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Ross Finan

Email:

ross.finan@stryker.com

Phone Number:

Quote Date: 02/26/2020

Expiration Date: 05/26/2020

Delivery Address

Name: COLERAIN TWP FIRE AND
EMS DEPT

Account #: 1333899

Address: 4160 SPRINGDALE RD

CINCINNATI

Ohio 45251

End User - Shipping - Billing

Name: COLERAIN TWP FIRE AND
EMS DEPT

Account #: 1333899

Address: 4160 SPRINGDALE RD

CINCINNATI

Ohio 45251

Bill To Account

Name: COLERAIN TWP FIRE AND
EMS DEPT

Account #: 1333899

Address: 4160 SPRINGDALE RD

CINCINNATI

Ohio 45251

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	4	\$25,672.23	\$102,688.92
2.0	6506700001	6506 PWRLD COMPAT UPGRADE KIT	3	\$1,615.63	\$4,846.89
3.0	6500033000	SMRT Pak	3	\$375.00	\$1,125.00
4.0	6506000000	Power-PRO XT	1	\$19,742.79	\$19,742.79
4.1	6085033000	PR Cot Retaining Post			
4.2	7777881669	3 Yr X-Frame Powertrain Wrnty			
4.3	7777881670	2 Yr Bumper to Bumper Warranty			
4.4	6506026000	Power Pro Standard Components			
4.5	6500001430	X-RESTRAINT PACKAGE			
4.6	0054030000	DOM SHIP (NOT HI, AK, PR, GM)			
4.7	6506600000	English Manual			
4.8	6085031000	Trendelenburg			
4.9	6506037000	No Steer Lock Option			
4.10	6060036017	SAFETY HOOK, SHORT			
4.11	6506127000	Power-LOAD Compatible Option			
4.12	6500028000	120V AC SMRT Charging Kit			
4.13	6500003130	KNEE GATCH BOLSTER MATRSS, XPS			
4.14	6506040000	XPS Option			
4.15	6506036000	No HE Section O2 Bottle			
4.16	0054200994	NO RUNNER			



Power Load and Power Cot Colerain 2020

Quote Number: 10147000

Version: 1

Prepared For: COLERAIN TWP FIRE AND EMS DEPT

Attn:

Remit to:

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Ross Finan

Email:

ross.finan@stryker.com

Phone Number:

Quote Date: 02/26/2020

Expiration Date: 05/26/2020

#	Product	Description	Qty	Sell Price	Total
4.17	6500315000	3 Stage IV Pole PR Option			
4.18	6506012003	STANDARD FOWLER			
4.19	639000010902	LABEL, WIRELESS			
4.20	6500130000	Pocketed Back Rest Pouch			
4.21	6500128000	Head End Storage Flat			
4.22	6500034000	SMRT Charger Mounting Bracket			
4.23	6500147000	Equipment Hook			
4.24	6500241000	Fowler O2 Bottle Holder			
				Equipment Total:	\$128,403.61

Price Totals:

Grand Total: \$128,403.61

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

PUBLIC SERVICES

Department: Administration

Department Head: Jackie O'Connell, Director - Public Services

Resolution Authorizing Participation in the 2020 ODOT Salt Contract

Recommend adoption of a resolution authorizing participation in the 2020 ODOT Salt contract.

Rationale:

Annually, the Township must enter into an agreement to purchase salt. In order to participate in the ODOT joint salt purchase for the winter of 2020-2021, the Township must pass a resolution of participation at this meeting. Participating in the ODOT program is more cost effective than independently purchasing salt as ODOT is able to leverage the collective purchasing power of multiple jurisdictions.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____ p.m., on the **28th** day of April, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-20

**RESOLUTION AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020**

WHEREAS, Colerain Township (hereinafter “the Township”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the road salt contract; and
- d. The Political Subdivision’s electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract’s effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24 by 12:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

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

1. That this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Township agrees to the above terms and conditions regarding participation on the ODOT road salt contract.
2. That authorizing participation in the ODOT road salt contract will benefit the health, safety and welfare of the residents of Colerain Township.
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 of 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
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. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Raj Rajagopal_____, Dan Unger_____, Matthew Wahlert_____

ADOPTED this 28th day of April, 2020.

BOARD OF TRUSTEES

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

Attest:

Jeff Baker
Colerain Township Fiscal Officer

Resolution approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott Sollmann
Colerain Township Assistant Law Director

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Extending the Emergency Declaration in Colerain Township

Recommend adoption of a resolution extending the emergency declaration in Colerain Township.

Rationale:

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio,
met in emergency session at _____ p.m., on the 28th day of April, 2020, at the Colerain
Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the
following members present:

Raj Rajagopal, Dan Unger, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its
adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING A STATE OF EMERGENCY DUE TO COVID-19

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a respiratory disease that can
result in serious illness or death, which is caused by the SARS-CoV-2 virus that is a new strain
of coronavirus that had not been previously identified in humans and can easily spread from
person to person; and

WHEREAS, due to the discovery of, and increases in, confirmed COVID-19 cases
existing within the State of Ohio, Colerain Township, Hamilton County, Ohio, is being affected
by the COVID-19 in a manner which could endanger the health, safety, and welfare of persons
within the border of Hamilton County, Ohio; and

WHEREAS, on January 31, 2020, Health and Human Services Secretary Alex M. Azar
II declared a public health emergency for the United States to aid the nation's healthcare
community in responding to COVID-19; and

WHEREAS, Ohio Governor DeWine issued Executive Order # 2020-01D on March 9,
2020, designed to protect the well-being of Ohioans from the dangerous effects of COVID-19
which declared a state of emergency in Ohio due to the COVID-19 pandemic; and

WHEREAS, the State of Ohio announced its first case of community acquired COVID-
19 on March 11, 2020; and

WHEREAS, the health risks created by those exposed to COVID-19 along the need to
limit large gatherings of persons per state and local guidance have created a number of issues,
problems, and difficulties for the Township Administration in being able to properly complete its
duties in an effective, efficient, and timely manner to address this global pandemic within the
Township; and

WHEREAS, the event may exceed all locally available public and private resources
available to alleviate the effects of this emergency; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the
Township to take the necessary actions to prevent COVID-19 from spreading and to protect the
health, welfare, and safety of the citizens of the Township.

NOW, THEREFORE, BE IT RESOLVED that the Colerain Township, Hamilton County, Ohio Board of Trustees declares a state of emergency exists in Colerain Township related to the COVID-19 pandemic and hereby invokes and declares under authority provided by the Ohio Constitution and Ohio Revised Code including, but not limited to, RC. Chapter 5502, that the following actions have been determined to be taken in order to protect the health, safety, and welfare of the residents of Colerain Township, Hamilton County, Ohio.

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

1. Pursuant to ORC 5705.41(D)(1) and the Colerain Township Purchasing Policy, given this emergency situation the Board of Township Trustees authorizes the use of then-and-now certificates when necessary to purchase supplies, materials and other goods and services so as not to impede an expedited response to the Public Health Emergency; and
2. The Township rescinds Section 2 of Resolution 12-20 which modified Paid Time Off Policy #1.9. Colerain Township will comply with and hereby adopts the Covid-19 Paid Sick Leave Policy and the Covid-19 Expanded Family and Medical Leave Policy which are attached hereto and incorporated herein by reference.
3. All non-essential employee travel is to be discontinued until further notice.
4. In the event that the Township Administrator is incapacitated, the Assistant Township Administrator shall assume the responsibilities and is duly authorized to act as the interim Township Administrator. In the event that both the Township Administrator and the Assistant Township Administrator are incapacitated, the Chief of Police shall assume the responsibilities and shall be duly authorized to act as the interim Township Administrator.
5. The Colerain Township Senior Center shall be closed until further notice.
6. All hall rentals in the Community Center expecting more than 50 people are encouraged to reschedule, in accordance with Governor DeWine's Guidance.
7. Social distancing shall be encouraged at public meetings by increasing the distance between seats in the audience.
8. As long as the state of emergency is in place, Colerain Township will follow all orders from the State of Ohio and Hamilton County.
9. All Zoning Commission and Board of Zoning Appeals meetings will be suspended throughout the duration of this resolution.

BE IT FURTHER RESOLVED that the State of Emergency shall end on May 15th unless renewed by a majority vote of this Board.

BE IT FURTHER RESOLVED 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

BE IT FURTHER RESOLVED 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.

BE IT FURTHER RESOLVED That this Resolution shall be effective at the earliest date allowed by law.

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Rajagopal _____, Mr. Unger _____, Mr. Wahlert _____

ADOPTED this 28th day of April, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Asst. Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of April, 2020.

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Modifying Paid Time Off Policy - For COVID-19

Recommend approval of a Resolution Adopting a Temporary Modification to the Paid Time Off Policy.

Rationale:

COVID-19 has had a number of impacts on operations and has significantly altered employees ability to take and use vacation time. Nearly all Township employees have a duty to respond and work throughout the COVID-19 pandemic and are therefore unable to use vacation time.

Staff is recommending a one year change to the vacation policy to remove annual limit on the amount of vacation time that can be rolled over from one year to the next. Please note, there is a clause that any employee leaving during this temporary suspension of vacation limits will not be permitted to receive a higher payout.

Please note, this policy change is temporary in nature and will not be formally included in the policy book but rather placed as a stand alone item (similar to the financial policies).

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the 28th day of April, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-20

RESOLUTION TEMPORARILY MODIFYING PAID TIME OFF POLICY

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees and residents; and;

WHEREAS, Administration and all departments intend on following the direction set by the Trustees; and;

WHEREAS, COVID-19 has created an environment where it is difficult for many employees to take vacation time due to operational constraints; and;

WHEREAS, the Board wishes to avoid punishing employees for not being able to take vacation during the COVID-19 pandemic due to their essential nature in responding to the pandemic; and;

WHEREAS, the Board desires to provide temporary relief to these employees by suspending all vacation carry over limits for one year.

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

1. That for a period of one year from the date of approval of this resolution, Section 1.9 of the Colerain Township Policy Manual (Paid Time Off Policy) shall be modified per the attached; 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.

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Rajagopal _____, Mr. Unger _____, Mr. Wahlert _____

ADOPTED this 28th day of April, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Scott Sollmann
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 28th day of April, 2020.

Jeff Baker
Colerain Township Fiscal Officer

1.9 COLERAIN TOWNSHIP PAID TIME OFF POLICY

PURPOSE

Colerain Township offers employees paid time off as a general workplace benefit. The Township encourages employees to utilize paid leave, as it is a general benefit to employee health and helps to prevent burn-out.

HOLIDAYS

1. Regular, full-time employees are eligible for 10 full Holidays and in each calendar year. To receive holiday pay, the employee must not be on a disciplinary suspension or on an unpaid leave of absence when the holiday occurs. Eligible employees who do not work on the holiday will receive eight hours of pay at their straight-time pay rate for each full-day holiday. The ten full-day paid holidays to which eligible employees are entitled are:

Holiday	Date Usually Observed
a. New Year's Day	January 1
b. Martin Luther King Day	Third Monday in January
c. Presidents Day	Third Monday in February
d. Memorial Day	Last Monday in May
e. Independence Day	July 4
f. Labor Day	First Monday in September
g. Columbus Day	Second Monday in October
h. Veterans' Day	November 11
i. Thanksgiving Day	Fourth Thursday in November
j. Christmas Day	December 25

2. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.
3. All employees covered by Collective Bargaining Agreements shall be eligible for holiday pay as spelled out in each respective agreement.
4. All Holidays will normally be observed on the date of recognized observance. A Department Head may authorize an employee to work on an established Holiday. In such instances, the employee either (1) will receive regular hourly pay for all hours worked on the holiday in addition to the standard holiday pay, or (2) at the discretion of the Department Head, may be given another day off during the pay period in exchange for working on the holiday.

5. Exempt employees are not entitled to compensation for working on holidays. At the discretion of the Administrator, exempt employees may be given another day off during the same pay period in exchange for working on the holiday.

VACATION LEAVE

1. Regular, full-time employees shall receive annual vacation at the following accrual rates. Accrual rate for vacation is based on years of service from governments and/or council of governments from Ohio, Indiana and Kentucky. The effective date for recognizing service from other governments is for new hires on or after May 26, 2015.

Years of Continuous Service	Number of Vacation Days (per year)
a. 0 - 5 years	10 days
b. 6 - 10 years	15 days
c. 11-15 years	18 days
d. 16 - 25 years	22 days
e. 25 or more years	25 days

2. To promote employee wellness, employees are encouraged to use vacation leave in the year earned. However, it is recognized that job responsibilities may prevent an employee from using the appropriate accrual in the year earned therefore leave accumulation may be necessary.
3. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time. An exception to this policy statement has been made from April 15, 2020 through April 14, 2021 to account for the impact on COVID-19 on an employee's ability to use vacation time. While the cap on vacation time accrual has been lifted, no employee shall receive a larger payout on retirement as a result of this temporary policy change.
4. 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.

EXAMPLE:

- a. Employee A was hired February 1, 2015. On February 1, 2015 employee will be credited with the appropriate number of vacation days pursuant to this policy. In this example, 80 hours of vacation leave is credited to employee account. Employee A is encouraged to use vacation during the period of February 1, 2015 and January 31, 2016. Unused leave as of January 31, 2016 will be carried forward on February 1, 2016 and added to the 2016 accrual subject to the restrictions of this policy.

Below is a specific example for Employee A:

- | | |
|--|--|
| 1. February 1, 2015 | Earned 80 Hours |
| 2. February 1, 2015 – January 31, 2016 | Used 16 Hours (Eligible Carry-over = 64 Hours) |
| 3. February 1, 2016 | Earned 80 Hours |
| 4. New Balance February 1, 2016 | 144 Hours (64 carryover plus 80 hours earned) |
| 5. February 1, 2016 – January 31, 2017 | Used 40 Hours, Eligible Carry-over = 80 Hours) |

6. New Balance February 1, 2017 160 Hours (80 carryover plus 80 hours earned)
Employee A lost 24 hours of vacation on February 1, 2017 because carryover was limited to one year's accrual.

- b. Employees who are on extended leave, such as worker's compensation leave, or employees who are unable to properly take time off due to scheduling conflicts, will be able to appeal their loss of vacation time. In order to appeal the loss of vacation time, the employee must submit a request in writing to keep their vacation time within five business days after the employee's anniversary date.
 - i. An independent three-member committee shall meet to review the employee's request. This committee will consist of the Administrator, Human Resources Specialist, and the Department Head of the employee's department. In the event that a Department Head appeals their loss of vacation time, the Township Assistant Administrator shall be the third member of the committee.
 - ii. This committee will meet as soon as possible after a request is submitted. This committee will hear testimony from the employee on why they should be permitted to keep their vacation time. The committee will then weigh the merits of the request and make a final recommendation to approve or deny, in full or in part, the request.

5. Vacation Usage and Scheduling

- a. Vacation time may be taken in one-hour increments
- b. Employees must submit vacation requests in writing to their Department Head in sufficient time to allow for proper scheduling. Employees are encouraged to submit vacation requests at least 60 days before the vacation date. It shall be the responsibility of the Department Head to establish criteria for scheduling of vacation either by internal policy or as directed by the appropriate Collective Bargaining Agreements. Department Heads must give written request for vacation to their direct supervisor (the Township Administrator or Assistant Administrator). The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval.
- c. Whenever possible, vacations will be scheduled to meet employee preferences, but the Township will consider existing and expected workload before determining whether the vacation may be taken at the requested time. The Township Trustees reserve the right to alter vacation schedules in order to insure efficient operation of the Township in time of emergency.
- d. Compensation for vacation leave in lieu of time off for suspension or other disciplinary action will not be granted.
- e. The Township will pay employees for earned, unused vacation upon retirement or termination, not to exceed the current year accrual plus 40 hours of carryover. Hours in excess of the 40 hours shall not be paid and are considered lost.

PAID SICK LEAVE

1. Use of sick leave

- a. Sick leave shall be granted to an employee, only upon approval of the Department Head, which may be subject to the approval of the Township Administrator or Board of Trustees or both. The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval. Sick leave may be used for the following reasons (except illness or injury of the employee is not subject to the prior approval of the Department Head):
 - i. Illness or injury of the employee.
 - ii. Medical, dental, or optical examinations or treatment of the employee, when examinations cannot be scheduled during non-working hours.
 - iii. Death of a member of an employee's immediate family. Sick leave usage is limited to five work days (40 hours).
 - iv. Illness or injury of a member of the employee's immediate family, provided the immediate family member is being treated by an appropriate licensed practitioner and the employee's presence is necessary.
 1. Immediate family member is an employee's mother, father, grandparent, stepchild, grandchild, sister, brother, child, spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law, or a legal guardian or other person who stands in place of a parent.
2. Amount of credit
 - a. All full-time employees shall accrue sick leave credit at a rate of 4.6 hours for each 80 hours of service not to exceed 15 work days or 120 hours per year. Sick leave will not accrue during an unpaid leave of absence, suspension, or layoff.
 3. Notification
 - a. Employees who are unable to report for work and who have not been previously approved to take sick leave are required to notify their immediate supervisor as soon as possible when they are unable to report for work due to an illness or injury. Notification must be made in accordance with any time or other requirements established by the Department Manager.
 4. Advancements and accumulation
 - a. Advanced use of sick leave shall not be granted. Sick leave may be accumulated without limit.
 5. Verification
 - a. If necessary, any supervisor designated by the Township Administrator or Township Trustees has the authority to check on an 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 the need for sick leave. If there is reason to believe sick leave has been improperly used, the Administrator 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.
 - b. Employees are required to provide a doctor's note as follows:

- i. when an employee is absent from work for five or more consecutive work days for reasons of illness or injury;
 - ii. when an employee has used 80 hours of sick leave within any six-month period; and
 - iii. upon request.
 - c. When an employee has used 80 hours of sick leave within a six-month period, the employee will be required to provide a doctor's note for any subsequent absence until such time the employee's sick leave usage fall below 80 hours for the most recent six-month period.
- 6. Use and pay
 - a. Sick leave, when approved, shall be charged in increments of one hour or as specified in the Collective Bargaining Agreement. Sick leave is paid at the employee's regular straight-time pay rate.
- 7. Pay for unused credit upon separation
 - a. Upon retirement from one of Ohio's public pension systems (proof of retirement benefit required), or death, the Township will pay full-time employees with at least five (5) years of service with Colerain Township and fifteen (15) years of governmental service in Ohio for 1/4 of the value of up to a maximum accumulation of 960 accumulated, unused sick leave credit hours (or a maximum of 30 days) upon retirement or death. Employees hired on or before January 1, 1997 and have completed at least fifteen (15) years with the township, shall be paid for a maximum of 45 days upon retirement or death. Employees that are re-employed under a retire/rehire arrangement from Colerain Township shall be paid their severance effective on their retirement date and shall not be eligible for any further payment for unused sick leave credit in the future. Upon payment of severance, unused sick leave balance is reset to zero. Employees employed under a retire/rehire arrangement as of January 1, 2015 shall receive severance at the time they terminate employment at the current daily rate of pay. Employees hired by the township who previously retired from one of Ohio's public pension systems are not eligible for pay for unused sick leave credit.
- 8. Seasonal and part-time employees earn no sick leave credits.
- 9. Employees who do not report for work due to illness or injury and who have exhausted all of their sick leave days (and FMLA leave) are subject to disciplinary action for being absent without approved leave.

DONATION OF SICK LEAVE

- 1. This policy is not intended to address "typical" illness/injury, elective surgeries, pregnancy, or other conditions or circumstances not considered as extreme or catastrophic.
- 2. Each request for donated sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Heads, with their recommendation being provided to the Township Administrator, who will have final

approval/denial.

3. Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury.
 - a. An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated sick leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions:
 - i. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records,
 - ii. Has no accrued but unused sick leave, and
 - iii. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc.
 - iv. The maximum number of donated sick leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time
 - b. Employees may donate their accrued but unused sick leave if the donating employee:
 - i. Voluntarily elects to donate sick leave and does so by signing the SICK LEAVE DONATION FORM (on file with Human Resources), which includes the name of the employee for whom the donated sick leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation);
 - ii. The donating employee will donate in increments of eight (8) hours;
 - iii. Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours.
 - c. The Township will charge the donated sick leave hours in eight hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued sick leave may be offered as needed on the same basis as established by this policy.
 - d. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as if it had not been donated or used.

PERSONAL DAYS

All full-time non-union employees will be granted two (2) personal days annually, equivalent to the employee's regular work hours. Unused personal days as of December 31st shall be forfeited.

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion Directing Township Administrator to Sign the 2021 Storm Water District Level of Service and Estimated Service Fee Form

Staff seeks guidance on whether or not to sign the 2021 Storm Water District Level of Service and Estimated Service Fee Form

Rationale:

Each year the Hamilton County Storm Water District provides the township with Minimum Control Measures to keep us in compliance with state and federal laws related to storm water. Each household in Colerain Township pays \$15.14 per year to the Hamilton County Storm Water District for this service. It is estimated that Township Residents as a whole will pay \$508,704 for these services in 2021. Townships are not permitted by law to establish their own Storm Water District as nearly every other city in the county has done. There is a sense that the minimum control measures could be provided at a lower cost to Township residents under a different model. There is also a concern that none of the dollars paid by Colerain Township residents result in projects that decrease the quantity of storm water runoff or increase the water quality of storm water. The Township has very real storm water needs and is spending half of a million dollars to be a part of a storm water district that may be able to provide more value for the money spent under a different model. While it does not appear to matter whether or not the Level of Service Form is signed, not signing it would raise awareness of the issues associated with the District and the need to reevaluate the services the District provides.



Hamilton County Storm Water District

Administered by the Hamilton County Engineer's Office – Eric Beck, County Engineer
in partnership with the Hamilton County Soil and Water Conservation District
the Hamilton County Department of Planning & Development,
and the Hamilton County Public Health Department

Website: <http://www.hcswd.org>

Storm Water District Level of Service (LOS) and Estimated Service Fees for 2021

Response Required by Monday, May 4, 2020

Jurisdiction Name: Colerain Township

District Services: The Hamilton County Storm Water District (District) is offering the same levels of service in the 2021 program year as were offered to Co-Permittee Jurisdictions in 2020. The table below presents a summary of the federal and state required Minimum Control Measure (MCM) permit compliance services the District performs on behalf of your Township. These activities are reported to Ohio EPA.

Fees: Estimated service fees remain unchanged from the 2020 program year. The total annual service fee amount may change in to your township from last year if there has been an increase/decrease in SFUs – typically associated with development or redevelopment activities.

ACTION REQUESTED: Signature and Form Submittal by May 4, 2020

Please acknowledge receipt of this notification and its contents by obtaining the signature of an authorized representative of your community.

Jurisdiction Name: Colerain Township Estimated SFU's: 33,600	Estimated Service Fee (\$/SFU)	Estimated Total Annual Service Fee (\$)
Hamilton County Storm Water District Permit Compliance Services		
District-wide Permit Activities - Public Education and Outreach (MCM 1) - Public Involvement and Participation (MCM 2) - Good Housekeeping and Pollution Prevention (MCM 6)	\$3.68	\$123,648
Local Illicit Discharge Detection and Elimination (IDDE) Services Illicit Discharge Detection and Elimination (MCM 3)	\$2.37	\$79,632
Local Development Review and Inspection Services - Construction Site Runoff Control (MCM 4) - Post-Construction Storm Water Management (MCM 5)	\$1.16	\$38,976
Local Input to District-wide System GIS Map Development and Maintenance Storm Sewer and Home Sewage Treatment System Mapping (MCM3)	\$0.92	\$30,912
Estimated Total for Storm Water Phase II Permit Services	\$8.13	\$273,168
Estimated Total for Existing Hamilton County Planning and Development Services	\$7.01	\$235,536
Estimated Total for 2021 Services	\$15.14	\$508,704

BILLING PREFERENCE: Service fees for this work will be collected through the property owner tax bills in your community *unless you direct otherwise*.

In light of the current modified working arrangements in response to the coronavirus, please sign, scan and e-mail the completed form to the District's support staff at ellwoodnk@cdmsmith.com by Monday, May 4, 2020.

Print Name

Signature

Date

A representative from the District will be contacting you shortly to verify the receipt of this form and answer any questions you may have.

If you have any questions or concerns while completing this form, please contact Todd Long, Program Director, by phone at (513) 946-4254 or email at Todd.Long@hamilton-co.org

ADMINISTRATION

Department: Administration

Department Head: Trustee Matt Wahlert

Discussion of Veteran Banners

Rationale:

OLD BUSINESS

Department: Administration

Department Head: Trustee Matt Wahlert

Resolution to Establish Rules of Procedure for Trustee Meeting

Staff seeks guidance on the resolution to establish rules of procedure for trustee meeting.

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 item was introduced for a first reading at the January 2, 2020 Special Organizational Meeting of the Board of Trustees. It was then discussed at the January 14, 2020 Regular Meeting and February 11, 2020 Special Meeting of the Board of Trustees.

The attached draft takes into consideration the changes proposed at the February 11, 2020 Special Meeting.

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

I. Meetings

A. Introduction

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

B. Definitions

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

C. Adjustment of Agenda and/or Citizen Address

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

D. Board Voting Procedure

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

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

II. Board of Trustees - Regular Meetings

A. Introduction

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

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

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

B. Procedure

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

C. Decorum

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

D. Order of Business

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

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

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

8. Public Hearing

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

9. Citizen's Address

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

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

- d. The use of profane, disrespectful, or threatening language or gestures will not be tolerated.
- e. Each citizen will be allotted a maximum of five (5) minutes to speak through use of a timer visible to the citizen audience and Board of Trustees. Citizens may not reserve time nor yield time to another speaker. This policy is designed to hear from as many citizens from as many points of view as possible. The Presiding Officer will alert the speaker as to the expiration of the five minutes and recognize the next speaker. The time limit may be extended at the discretion of a majority of the Trustees.
- f. "Citizen's Address" is an opportunity for the Board to hear input from various stakeholders in Colerain Township. It is not a time for Board members to debate or engage in instant dialogue with speakers. However, Board members and administration may choose to respond to questions or citizen concerns during the Administrator or Trustee Report at the current or subsequent meetings.
- g. The Board or Board members may receive written correspondence from the public, but are not required to read or comment on such written correspondence.
- h. During any citizen's comment period, the Presiding Officer has the right to interrupt, and Board members have the right to request the Presiding Officer interrupt, and ask a citizen to be seated if comments are unrelated to Township business or become disruptive.
- i. Any member of the Board reserves the right and duty to declare disruptive persons as disorderly, and with majority consent of the Board, ask that law enforcement escort such individuals from the meeting in accordance with ORC 505.09.
- j. At the end of the speaker list, the President of the Board will ask the audience if anyone who filled out a request to speak was not called on.

10. Administrative Reports - the Township Administrator (or proxy) offers an update on prescient issues, responds to citizen concerns from "Citizen Address" or any other forum, and responds to questions posed by the Trustees. Next, the Administrator yields to Department Heads in order to provide further updates and public information.
11. Trustees' Report
 - a. Trustees will share any comments.
 - b. All remarks meet the same rules of decorum as the "Citizen's Address" and are only the opinion of one Trustee and not of the full Board.
 - c. No electioneering is permitted.
 - d. If an action be necessary as the result of an item or items from the Trustee Report, the Board and/or Administrator will request a motion to amend the agenda so that a new or separate topic or motion can be offered.
12. New Business
 - a. The "New Business" section includes statutory resolutions which, upon passage, generally are effective upon the effective date.
 - b. The Presiding Officer requests the Administrator to introduce business items to the Board. Either the Township Administrator or the Presiding Officer can ask for a motion.
 - c. Each resolution shall be introduced in written form by a member of the board. Each resolution shall contain only one subject, which shall be expressed in its title, except that appropriation measures may contain the various subjects, accounts, and amounts for which moneys are appropriated, and except that resolutions that are codified or recodified are not subject to the limitation of containing only one subject (ORC504.10)
 - d. Each resolution that is on the agenda shall be read by title only or read in full if required. Each resolution shall be read on two separate days. The Board may, by a majority vote of its members authorize the adoption of a resolution upon its first reading (ORC504.10). For the purposes of this section, resolutions of nuisance abatement are exempt.

- e. Other items considered during this time include agreements, contracts, volunteer board appointments, etc.
- f. Each item is considered separately.
- g. A majority decision is normally required.

13. Consent Items

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

14. Fiscal Officer Report

- a. The Fiscal Officer will be provided reasonable time to share any comments.
- b. All remarks are directed to the Presiding Officer and must meet the same rules of decorum as the "Citizen Address." As a result, the Trustee Report is not an opportunity to allude to others by name or by motives.
- c. Any comments from the Fiscal Officer are the opinion of the Fiscal Officer and not the Board of Trustees.

15. Executive Session - if requested. The procedure is outlined above.

16. Adjournment

- a. Trustees are not required to act on all items on the agenda. A motion to adjourn can be moved, seconded, and passed at any time. Any items not considered or left unfinished from the agenda may be listed at the next

Trustee meeting.

- b. A Board member proposes a motion to adjourn, another member seconds the motion and a roll call vote is taken by the Fiscal Officer.

III. Board of Trustees - Work Sessions

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

IV. Board of Trustees - Special Meetings

- A. The Colerain Township Board of Trustees may call Special Meetings at any time for purposes they are permitted by law to act upon.
- B. In order to properly notice, the press must be notified of a Special Meeting twenty-four (24) hours in advance of the scheduled meeting (ORC 121.22). The public notice must state the date, time, location, and purpose of the meeting. In order for an item to be discussed or deliberated it must be listed in the announcement's purpose.
- C. Any action taken at a Special Meeting or Regular Meeting is invalid if adequate advance notice has not been provided (ORC 121.22).
- D. Any action taken at a Special Meeting in which one of the Trustees has not been notified of the time and place of the meeting is also invalid.

V. Executive Sessions

- A. Executive Sessions are an exception to the Ohio revised Code Open Meetings Act but only under specific conditions: (1) Matters related to public employees, officials, licensees, or regulated individuals (2) Purchase or sale of property by the public body (3) Conferences with an

attorney for the public body concerning matters of pending or imminent court action (4) Matters related to employee bargaining negotiations (5) Matters that must be kept confidential according to federal or state law (6) Details of security arrangements and emergency response protocols (7) Trade secrets of county hospitals, joint township hospitals, and municipal hospitals (8) To consider confidential information relating to economic development (must be unanimous) (9) Veteran's service applications.

- B. Invitees - The Board may, at its discretion, include or exclude any member of the public in executive sessions. Only Trustees, special invitees, and such employees or staff members that the Board deems appropriate are allowed to be present for executive sessions. All others are excluded from the Executive Session.
- C. Minutes - Minutes are not required to be kept during executive sessions, but the minutes of the meeting must document a motion to go into executive session as well as the return to open sessions.
- D. Motion - motion to enter executive session must specifically identify the exact permissible discussion topic which will be discussed.
- E. Action - The Board may not vote or take any official action in an executive session; all votes must take place in an open meeting.
- F. Confidentiality - The Board of Trustees and all employees agree that topics discussed in executive sessions are to remain strictly confidential. Discussions during executive sessions should not be disclosed for any reason, except as required by law. However, once a matter has been brought public out of an executive session and into the general or special meeting, the matter is no longer confidential.

OLD BUSINESS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion Authorizing the Township Administrator to Enter into a Contract with Waycross for Communication Services

Staff seeks trustee guidance on a motion authorizing the Township Administrator to execute a contract with Waycross Community Media for Communications Services in an amount not to exceed \$20,000.

Rationale:

This item was tabled at the 4/14/2020 meeting. Below is the description that was provided at that time.

The Colerain Township Trustees have adopted a Strategic Plan and Budget for 2020 which has, at its core, one major theme: creating connections. As part of this plan, the Township has a Strategic Initiative known as the Communications Contract initiative. At the March 10, 2020 meeting, the Board adopted a motion to permit staff to issue an RFP for Communications & Media Consulting Services.

The Township received one response to the RFP process from Waycross in the amount of \$20,000 for social media services. The full response to the RFP is attached to this agenda item.

As a reminder, Township staff followed a similar purchasing process one year ago and also received one respondent.

COMMUNITY PROGRAMMING BOARD
REGIONAL COUNCIL OF GOVERNMENTS
dba - WAYCROSS COMMUNITY MEDIA

March 30, 2020

Colerain Township
Geoff Milz, Administrator
Re: Communications & Media Consulting Services RFP
4200 Springdale Road
Cincinnati, Ohio 45251

Dear Mr. Milz:

Please find attached our response to the Communications & Media Consulting Services RFP.

Our staff has the experience and capacity available to support the Township's communications and transparency functions. Specifically, we can help with social media and additional video/audio production services.

Thank you for taking the time to review this information.

Sincerely,



Chip Bergquist
Executive Director
chip@waycross.org

Community Programming Board Regional Council of Governments

Response to RFP for COMMUNICATION & MEDIA CONSULTING SERVICES dated 3/11/20
March 30, 2020

2. Experience with Public Sector

The Community Programming Board Regional Council of Governments (DBA Waycross Community Media (Waycross)) has provided services to the City of Forest Park, Village of Greenhills, Springfield Township and the Winton Woods City Schools since 1982; and to Colerain Township and Northwest Local Schools beginning in 2012. These services include:

- Coverage of all council and trustee meetings using three robotic cameras. LIVE cablecast/webcast of each meeting, as well as cable replay throughout the month plus online video on demand.
- Coverage of Public Hearings, zoning meetings and BZA meetings, with cable replay's throughout the month beginning the next day plus online video on demand.
- Coverage and cablecast/webcast of community events (community concerts, festivals, town hall meetings, ribbon cuttings, etc.)
- Creation of podcasts for Forest Park and Winton Woods City Schools
- Production of regular edited programs for each community containing interviews, profiles, program highlights, etc.
- Production of election forums highlighting local issues/races.
- Provision of a video message board between programs on all cable channels.
- Distribution of programming on Spectrum (Channels 4, 8, 979 in Colerain), Fioptics Channels 850-855 and online through pages specific to each community (in Colerain: www.waycross.tv/colerain).
- Provision of other state and federal programming as appropriate.
- Management of the Public and Educational channels (subject to user fees).

3. List of Key Staff

Chip Bergquist, Executive Director

Chip has been with Waycross since 1988. He holds a BA in Telecommunications from Indiana University, Bloomington. He started at Waycross in production. In addition to his current administrative, system design/installation/maintenance and IT duties, he continues to work productions as needed.

Dana Gagnon, Government Programming Coordinator

Prior to her current position as Government Access Coordinator at Waycross, Dana served as Community Outreach Coordinator at the Heritage Village Museum, which included marketing, public relations, social media, press releases, newsletters, and communication with museum members and volunteers. While there, she increased engagement on the museum's Facebook page as well as traffic to their website. Since taking the position at Waycross, Dana has increased the reach on the Waycross Facebook page (@WaycrossTV), Twitter account (@waycross), and YouTube views. Dana holds a BA in English from University of Massachusetts Lowell with an emphasis on Editing and Publishing. She has been a Waycross staff member since 2018.

Tony Suarez, Production Coordinator

Tony has been on staff at Waycross since 2002. He is responsible for our remote multi-camera productions using our 4 camera production truck, as well as many single camera productions. He has crewed or supervised well over 1600 productions while at Waycross. Tony also has worked as a freelance camera operator with several sports production companies. Tony attended the University of Cincinnati.

Dan Gautam

Dan joined the Waycross staff in 2020. Scheduled to graduate from Cincinnati State in May, Dan brings his editing skills to the Waycross staff. He also does single camera and government productions.

4. Written Communication

We are not bidding on this section.

5. Social Media Experience

A consistent social media presence is a crucial component to disseminating information to the residents of Colerain Township. While Colerain already has a fantastic website that is user-friendly and full of information, a website does not put itself in front of people on a regular basis - or let them know when there's new information posted. While e-mail campaigns help, social media keeps information in front of people in a place they visit every day.

We feel we can improve Colerain's social media approach by:

- A. Focusing attention on the social media platform that reaches the widest audience of Colerain Township residents: Facebook. The demographic on Facebook has shifted from high school and college students to businesses, adults, and families.
 1. We will assign a Social Media Coordinator (SMC) to oversee Township social media communications, working closely with the administration and department representatives. We will assign a second senior staff member to support the SMC as necessary.
 2. The SMC will post information on issues and upcoming events, which will include links to the specific part of the Colerain website that the residents need to access for more information - making it easier for residents to find the right section of the site they need quickly. The SMC will post information on other topics as needed.
 3. "Facebook Events" has a built-in reminder system that keeps events in front of people, even when they might forget to look at a calendar on a website. The SMC will make a Facebook event for every public event (meetings, concerts, etc.), which will keep the meetings in front of people, and make them easy for friends to share with neighbors and friends. The event description will include a link to the details on the Township website, to keep all the details in one place.

4. To make sure that all posts match the Township's image, tone and expected message, and to limit the number of people that have the ability to post to Township social media sites, all messaging can be coordinated through the SMC. Each week, different departments can submit topics they would like to see promoted on social media, and then appropriate posts can be scheduled.
 5. If an individual Township department is the main source for information (such as the Fire Department), posts should be shared on the main Township page as well so that residents can count on one go-to page for information.
- B. The SMC will use other social media platforms (such as Cerkl, Twitter, LinkedIn and Instagram) to further enhance the message with different types of posts. Each social media platform is best suited for different types of posts, so posts should be tailored for each platform and not simply copied across platforms.
 - C. The SMC will actively monitor all social media accounts for questions and posts, and quickly respond. When possible, responses would include links to the relevant section of the website to make sure that information shared always comes from the same source and has the same content.
 - D. The SMC will moderate a Facebook Live event (which allows for question and answer sessions) with a representative from different departments at a scheduled time weekly to allow the public to ask questions through the SMC who is following the comment feed. This would allow interaction with a wider variety of residents than can attend meetings, and allow for a more informal environment for residents to share concerns.
 - E. The SMC will also post pre-recorded short video packages to allow departments to answer questions when necessary.

6. Video/Audio Communication Experience

As noted previously, Waycross has been providing government communications services since 1982. Examples of our government programming can be found at www.waycross.tv/vodg.

Waycross maintains dedicated video on demand (VOD) pages for each community (such as www.waycross.tv/colerain). These pages also display the LIVE meetings on meeting days. Waycross can also provide code to embed the VOD pages directly on the Colerain website.

The Waycross Facebook page can be viewed at facebook.com/WaycrossTV

Waycross currently provides a number of communications services to Colerain Township, as detailed in Section 2.

Additional Services

A. Waycross will produce regular video/audio podcasts for the township, as requested by Township Staff. Two examples of video/audio podcasts we currently produce are "Off the Cuff" (Forest Park) <https://www.youtube.com/watch?v=eqE9cf5Sb1w> and "Warrior Supercast" (Winton Woods City Schools) <https://www.youtube.com/watch?v=0R1CaeaRv-0>

B. Waycross will produce video and audio content for use in presentations, video boards, etc. as needed

7. Advisory Communication Experience

We are not bidding on this section.

8. Conflicts of Interest

None

9. Legal Disclosure

The Community Programming Board Regional Council of Governments is a not-for-profit government agency. The board is audited bi-annually by the State of Ohio Auditor's office. The board currently carries no debt, has a year of operating funds in reserve, and has no pending legal actions.

10. Cost Proposal/Fee Structure

Social Media Coordination \$20,000/yr (billed semi-annually)

This includes the services described in Section 5 of this document.

Audio/Video Services No Additional Fee - included in our current MOU.

This includes regular video/audio podcasts and creation of video content for in-house presentations as described in section 6 above.

11. Availability

We anticipate dedicating a minimum of 20 hours per week of staff time to handle the Township social media experience, with someone on staff available as needed.

12. Sample Contract

Please see Attachment B.

13. Other Information

Government transparency is extremely important in today's environment. The social media plan we have outlined, combined with the video production service we have provided for several years, will continue to enhance and improve the transparency of Colerain Township government.

ATTACHMENT A: SERVICES

Vendor Name: Community Programming Board Regional Council of Governments (Waycross)

Services to be provided:

✓ Social Media Coordinator

✓ Graphic Content Production, including video spotlights, podcasts, and other audio content.

Written Content Production, including infographics, educational materials, newsletters, and press releases.

Advisory Communications and Public Relations:

- Transparency and Data
- Crisis Communications
- Provide strategic guidance and talking points to Township Officials in advance of public appearance or media covered events.

Memorandum of Understanding

This memorandum of understanding between the Community Programming Board Regional Council of Governments (CPB) and Colerain Township describes the services to be provided by Waycross Community Media (Waycross) to Colerain Township for the period April 15, 2020 to April 14, 2022.

During the term of this agreement, Waycross will:

- **Assign** a Social Media Coordinator (SMC) to oversee Township social media communications, working closely with the administration and department representatives. We will assign a second senior staff member to support the SMC as necessary.
- **Post** information on issues and upcoming events, which will include links to the specific part of the Colerain website that the residents need to access for more information - making it easier for residents to find the right section of the site they need quickly. The SMC will regularly post information on other topics as needed.
- **Create** a Facebook event for every public event (meetings, concerts, etc.), which will keep the event in front of people, and make them easy for friends to share with neighbors and friends. The event description will include a link to the details on the Township website, to keep all the details in one place.
- **Coordinate** topics and information submitted by each department to make sure that all posts match the Township's image, tone and expected message.
- **Include** information shared via social media on the main Township page so that residents can count on one go-to page for information.
- **Make** use of other social media platforms (such as Cerkl, Twitter, LinkedIn and Instagram) to further enhance the message with different types of posts.
- **Actively** monitor all social media accounts for questions and posts, and quickly respond. Responses would include links to the relevant section of the website to make sure that information shared always comes from the same source and has the same content.
- **Moderate** Facebook Live events with a representative from different departments at a scheduled time weekly to allow the public to ask questions through a monitored comment feed.
- **Post** pre-recorded short video packages as necessary.

ATTACHMENT B

Term:

This agreement shall cover the period April 15, 2020 through April 14, 2022.

Services Cost:

\$20,000 per year, payable in bi-annual installments due on May 1 and November 1 of each year.

Chip Bergquist, Executive Director
Waycross Community Media
chip@waycross.org, 513-825-2429

Geoff Milz, Township Administrator
Colerain Township

Date: _____

OLD BUSINESS

Department: Board of Trustees

Department Head:

Discussion of Establishing Local Social Service Support Programs

Staff seeks direction from the Board of Trustees on establishing local social support programs for those financially impacted by COVID-19.

Rationale:

The attached memorandum details the potential for local social support programs in Colerain Township to aid those that have been impacted by COVID-19.

In summary, there are several different approaches that the Township can take. Should the Board desire to implement and create programs to provide direct financial assistance to individuals, staff will also need direction on how to qualify individuals, dollar limits on financial assistance, and other items.



MEMORANDUM

To: Board of Trustees
CC: Jeff Weckbach, Assistant Township Administrator
From: Geoff Milz, Township Administrator
Subject: Social Support Service Programs
Date: April 20, 2020

BACKGROUND

At the April 14, 2020 Board Trustee's meeting, the Trustees started a preliminary discussion on the potential of establishing or supporting local Colerain residents through Human Support Services programs. The Board requested that staff explore the existing landscape of social support service programs and to provide options for consideration at the April 28, 2020 Meeting. The idea behind this discussion was to determine if there were any programs that may make sense to locally create to help residents that may be suffering due to job loss, lack of access to food, or lack of access to housing.

OPTIONS

Option 1: Create a new Colerain Township Program to Provide Residents with Emergency Funding

Historically, Colerain Township has not offered these types of programs and does not readily have staff that is well equipped with an expertise in qualifying and operating these types of programs. This presents a major challenge to Colerain Township. Hamilton County is typically the conduit for support service programs through their Community Development Office and other Levy Specific Agencies.

If this is a desired option, the Board would, at a minimum, need to provide staff with guidance on how to qualify individuals, amount of support they are willing to provide any one person or family, and length of time that the program would operate. In addition, the Board would likely need to determine who operationally should be reassigned to running this program.

Option 2: Link to a Webpage to Connect Residents to Existing External Resources

Rather than recreate the wheel, Colerain could serve as a conduit for information by creating a new link on our website that lists external resources available to residents. This list could include various County agencies and local organizations, such as faith based organizations that can provide resources to those in need, such as <https://www.cincinnati.org/resources/local.asp?category=24>

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
gmilz@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Matthew Wahlert, Raj Rajagopal, Daniel Unger
Fiscal Officer: Jeff Baker
Administrator: Geoff Milz

Option 3: Pause on the Issue

Timing is an important consideration for all of these options. Given that the Governor has indicated that the economy may begin to reopen as early as May 1st, there may be less of a need for these services. In addition, several different financial relief packages have been created at the state and federal level that will provide dollars directly to individuals. The Township could consider pausing on implementing any programs at this time as we all await further clarity from the state.

Over the past week, staff has reached out to various other municipalities and large Townships throughout the Hamilton County region. At this time, no community that was contacted is currently evaluating or implementing social support programs for residents.

RECOMMENDATIONS

Staff seeks direction from the Board of Trustees on this issue.

OLD BUSINESS

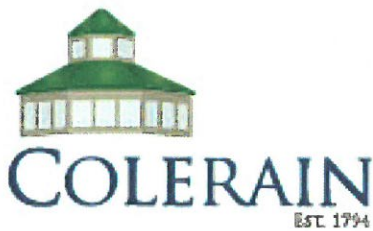
Department: Administration

Department Head:

Discussion of Establishing Business Support Programs

Trustee Wahlert would like to discuss ways in which we can support our business community.

Rationale:



MEMORANDUM

To: Board of Trustees

CC: Jeff Weckbach, Assistant Township Administrator

From: Geoff Milz, Township Administrator *GA*

Subject: Business Support Programs

Date: April 20, 2020

BACKGROUND

At the April 14, 2020 Board Trustee's meeting, the Trustees started a preliminary discussion on the potential of establishing or supporting local Colerain businesses through local Small Business Grant programs. The Board requested that staff explore the existing landscape of business support programs and to provide options for consideration at the April 28, 2020 Meeting. The idea behind this discussion was to determine if there were any programs that may make sense to locally create to help businesses that may be suffering due to the mandated social distancing and accompanying economic shutdown.

OPTIONS

Option 1: Create a new Colerain Township Program to Provide Businesses with Emergency Funding

Historically, Colerain Township has not offered these types of programs and does not readily have staff that is well equipped with an expertise in qualifying businesses and operating these types of programs. This presents a major challenge to Colerain Township. HCDC is typically the conduit for business support programs.

If this is a desired option, the Board would, at a minimum, need to provide staff with guidance on how to qualify businesses, the amount of support they are willing to provide any one business, and length of time that the program would operate. In addition, the Board would likely need to determine who operationally should be reassigned to running this program.

A local example of a program like this can be found in Columbia Township. Columbia Township uses the Community Improvement Corporation of Greater Cincinnati, operated by HCDC, as its CIC. They gave \$4,000 grants to ten of their 21 local restaurants and used CIC funds to accomplish this.

Another local example can be found in the Northern Kentucky Chamber of Commerce who developed a \$15,000 relief fund for restaurants and made fifteen \$1,000 grants to Northern Kentucky restaurants. They have raised an additional \$35,000 and plan to make a second round of grants.

Additionally, the US Chamber of Commerce is making \$5,000 grants available to small businesses in our area through the Save Small Business Fund at www.savesmallbusiness.com.

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Trustees: Matthew Wahlert, Raj Rajagopal, Daniel Unger
Fiscal Officer: Jeff Baker
Administrator: Geoff Milz

Option 2: Community Carry-Out Challenge

Mariemont has partnered with neighboring townships to develop a “Community Carry-out Challenge” with the goal of encouraging 5,000 households to go out and support local businesses by purchasing gift cards. Perhaps the Township could partner with neighboring townships and cities or the Colerain Chamber of Commerce to develop a similar program.

Option 3: Pause on the Issue

Timing is an important consideration for all of these options. Given that the Governor has indicated that the economy may begin to reopen as early as May 1st, there may be less of a need for these services. In addition, several different financial relief packages have been created at the state and federal level that will provide dollars directly to businesses including the CARES Act. The Township could consider pausing on implementing any programs at this time as we all await further clarity from the state.

Over the past week, staff has reached out to various other municipalities and large Townships throughout the Hamilton County region. At this time, no community that was contacted is currently evaluating or implementing additional programs for businesses.

RECOMMENDATIONS

Staff seeks direction from the Board of Trustees on this issue.

CONSENT ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Contract with Abercrombie for Megaland Survey
Recommend approval of all consent agenda items.

Rationale:

March 24, 2020

Colerain Township
Public Services
4160 Springdale Road
Cincinnati, Ohio 45247

Attn: Jackie O'Connell

Ref: Colerain Park
4725 Springdale Road
Colerain Township, Hamilton County, Ohio
Auditors Parcel: 510-0190-0305

Dear Jackie:

We propose to provide surveying services for the referenced project as listed below for the area as depicted on Page 8 of The Megaland Playscape Master Plan.

Partial Location, Topographic and Utility Survey: The location survey will include the location of all man-made features such as building structures, playground, basketball courts, pavement, curbs, and sidewalks, as well as all individual trees 8" or larger caliper and landscape beds. All locations will be relative to the deeded property lines. Although an actual boundary survey will not be performed, under this item the current property deed will be obtained and the project area will be searched for existing monumentation. No property corners will be set and this item, when performed alone cannot be used for establishing fence or property lines.

The topographic survey will include research of county benchmarks near the project area and field measurements to establish an accurate benchmark on-site. This elevation datum will be denoted on the final drawing. Elevations will be carried with pertinent located points, which will be used to accurately represent the terrain and will enable contour lines to be generated at an appropriate interval.

The utility survey will include the location of surface structures related to sanitary and storm sewers, water mains, gas mains and electric, telephone and cable services. Typical structures would be, but not limited to manholes, catch basins, headwalls, valves, meters, fire hydrants, utility poles, light poles and utility pedestals. The size and material of each sewer or utility will be directly measured when possible. Public utility records will be researched and available records will be obtained to indicate the approximate location, size and material of non-observable sewers or utilities. Notification to the statewide utility protection service will be

included in this scope. Additional services by private location services that could be required to identify private underground utilities are not part of this proposal, but could be quoted under separate contract. All underground utility locations shown are approximate and must be field verified prior to any construction or excavation.

Lump Sum Fee = \$2,350.00

Not included in the above are out of pocket expenses such as courier or overnight delivery service, recording, plan review or permitting fees, etc. which will be billed at cost plus 15%.

Payment Terms: Net amount due within 30 days of invoice date. A service charge of 1.5% per month (18% per annum) will be added to all balances that are not paid by the due date.

Limits of Liability: Abercrombie & Associates, Inc.'s total liability to the client for claims of any kind or nature shall be limited to the cost of services to correct any errors or omissions on the part of Abercrombie & Associates, Inc. and its officers, employees, sub consultants, or to its total fee for services under this agreement, whichever is less.

Client Authorization: Authorization by the client to proceed, whether oral or written, constitutes acceptance of this Proposal including the attached Terms and Conditions dated December 29, 2008 without modification, addition or deletion. In the event the Client's acknowledgement or other form(s) states terms additional to or different from these set forth herein, this Proposal shall be deemed a notice of objection to such additional or different terms and a rejection thereof. No waiver or modification of the terms set forth herein shall be binding upon Abercrombie & Associates, Inc. unless made in writing and signed by an officer of the corporation. The above fees, scope of work & terms in this offer are in effect for ninety (90) days from this date. Upon request, this proposal may only be extended at the discretion of Abercrombie & Associates, Inc.

We appreciate the opportunity to quote on these services. If there are any questions or if we can be of further assistance, please call me at your earliest convenience.

Sincerely,

ABERCROMBIE & ASSOCIATES, INC.


Craig T. Abercrombie, P.S./LEED AP
Vice-President of Operations

If this proposal is acceptable please indicate so by signing below and returning a copy to us for our files.


Accepted By _____

4.17.20
Date: _____

Abercrombie & Associates, Inc. Standard Terms & Conditions

December 29, 2008

Billings/Payments:

Invoices for services and reimbursable expenses shall be submitted, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. Any and all issues with these invoices must be addressed within seven (7) business days of the invoice date. Otherwise, the Client waives any objection thereto. A service charge of 1.5% per month will be applied to the unpaid balance after 30 days from the invoice date. Abercrombie & Associates, Inc. shall have the right to suspend/terminate services if payment is not received within 60 days after the invoice date and Abercrombie & Associates, Inc. shall have no liability for any resultant delays or damages incurred by Client as a result of such suspension/termination. The Client agrees to pay all costs of collection, including reasonable attorney's fees.

Standard of Care:

In providing services under this agreement, Abercrombie & Associates, Inc. will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Abercrombie & Associates, Inc. will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of part Abercrombie & Associates, Inc. of the Project. Regardless of any other term or condition of this Agreement, Abercrombie & Associates, Inc. makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

Consequential Damages:

Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither the Client nor Abercrombie & Associates, Inc. shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause of action whatsoever.

Hazardous Materials/Mold:

Abercrombie & Associates, Inc. shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form including mold. The existing or constructed building may, as a result of post-construction, use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs for which the Abercrombie & Associates, Inc. shall have no responsibility.

Indemnifications:

The Client agrees, to the fullest extent permitted by law, to indemnify and hold Abercrombie & Associates, Inc. and its sub-consultants harmless from and against any and all damage, losses or cost (including reasonable attorneys' fees and defense costs) caused in whole or in part by its acts, errors or omissions and those of anyone for whom they are legally liable. Abercrombie & Associates, Inc. agrees to indemnify the Client for damages to the extent arising from its own negligent errors acts or omissions.

Risk Allocation:

In recognition of the relative risks and benefits of the project to both the Client and Abercrombie & Associates, Inc., the Client agrees, to the fullest extent permitted by law, to limit the Abercrombie & Associates, Inc.'s total liability to the Client or anyone making claims through the client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all clauses, to the amount of the Abercrombie & Associates, Inc.'s fee, or another amount, as listed & initialed by both parties below.

Termination of Services:

This agreement may be terminated upon 5 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay Abercrombie & Associates, Inc. for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership of Documents:

All documents produced by Abercrombie & Associates, Inc. under this agreement, including electronic files, shall remain the property of Abercrombie & Associates, Inc. and may not be used by this Client for any other purpose without the written consent of Abercrombie & Associates, Inc. Any such use or reuse shall be at the sole risk of the Client who shall defend, indemnify and hold Abercrombie & Associates, Inc. and its sub consultants harmless from any and all claims and/or damages arising there from. Electronic files are not contract documents and cannot be relied upon as identical to contract documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to Abercrombie & Associates, Inc. and its consultants.

Defects in Service:

The Client shall promptly report to Abercrombie & Associates, Inc. any defects or suspected defects in the Consultant's services. Failure by the Client and the Client's contractors or subcontractors to notify Abercrombie & Associates, Inc. shall relieve Abercrombie & Associates, Inc. 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.

Construction Activities:

Abercrombie & Associates, Inc. shall not be responsible for the acts or omissions of any person performing any of the Work or for instructions given by the Client or its representatives to any one performing any of the Work, nor for construction means and methods or job-site safety.

Dispute Resolution:

Any claim or dispute between the Client and Abercrombie & Associates, Inc. shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). If the Parties cannot agree upon a mediator the claim or dispute shall be submitted to the American Arbitration Association (AAA) for mediation in accordance with the Construction Arbitration and Mediation Rules of the AAA then in effect. Unless otherwise specified, the laws of the State of Ohio shall govern this agreement.

Relationship of the Parties:

All services provided by Abercrombie & Associates, Inc. are for the sole use and benefit of the Client. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Abercrombie & Associates, Inc.

Delays:

Abercrombie & Associates, Inc. is not responsible for delays caused by factors beyond its reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, material shortages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of Abercrombie & Associates, Inc.'s services or work product promptly, failure of the Client to pay promptly, or delays caused by faulty performance by the Client or by contractors of any level. When such delays beyond Abercrombie & Associates, Inc.'s reasonable control occur, the Client shall indemnify and forever hold Abercrombie & Associates, Inc. harmless for any resulting damages to Client and/or any third party, and Abercrombie & Associates, Inc. shall not be deemed to be in default of this Agreement.

Estimates of Probable Construction Cost:

It is understood that Abercrombie & Associates, Inc.'s estimate of probable cost, when provided, is typically based on recent bids of construction contractors on similar work, that Abercrombie & Associates, Inc. cannot control or be responsible for amounts of bids, and that these estimates do not constitute a guarantee of construction costs.

Corporate Protection:

It is intended by the parties to this Agreement that Abercrombie & Associates, Inc.'s services in connection with the Project will not subject Abercrombie & Associates, Inc.'s individual employees, officers, directors, or shareholders to any personal legal exposure for the risks associated with the Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit will be directed and/or asserted only against Abercrombie & Associates, Inc., an Ohio Corporation, and not against any of Abercrombie & Associates, Inc. employees, officers, directors, or shareholders.

CONSENT ITEMS

Department: Fire

Department Head: Frank Cook, Fire Chief

Motion to Authorize Acceptance of Monetary Donation to the Fire Department

Request authorization to accept a \$50.00 donation.

Rationale:

The request to accept a monetary donation (personal check) is from: Mrs. Penny Spiess, 3525 Oakmeadow Lane, Cincinnati, OH 45239 in memory of Mr. David Spiess for emergency medical services provided by the Department of Fire & EMS.

DAVID M SPIESS 03-96
PENNY J SPIESS
3525 OAKMEADOW LN.
CINCINNATI, OH 452393824

56-570
422

4020

3-20-21

Date

Pay to the Order of COLLIERAIN TOWNSHIP FIRE DEPT. \$ 50.00

FIFTY & 00/100

Dollars



Security Features
Include on Back



Classic 50 Plus

FROM A COUSIN WHO
FOR WANTED TO SAY "THANKS"

Penny J. Spiess

RP