

Minutes

April 14, 2020

1. Opening of Meeting

Trustee Unger called the meeting to order at 7:00pm with all Board members present.

2. Pledge of Allegiance 7:00 PM

All recited the pledge

3. Meditation (Moment of Silence)

4. Fiscal Office – Approval of Minutes from March 10, 2020 and March 16, 2020

3/10 special meeting - Motion- Unger Seconded Wahlert. All voted yes.

3/10 regular meeting -Motion - Unger Seconded Wahlert. All voted yes.

3/16 meeting - Motion Unger Seconded Raj. All voted yes

5. Presentations

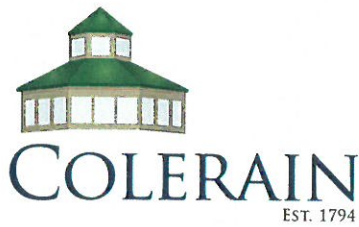
a. Presentation: COVID-19 Update

Presentation: COVID-19 Update Chief Cook, Chief Conn and Captain Packer gave an update to the board on our preparation and response to the Covid-19 Pandemic.

Trustee Unger - Thanked everyone for their leadership during this time.

Trustee Wahlert - Also thanked them for leading Colerain during this time.

Trustee Rajagopal - commended them on keeping our township safe.



b. Presentation: Financial Impacts of COVID-19 Pandemic Township Administrator, Geoff Milz gave an update on the current outlook for the impacts to revenues and expenses as a result of the COVID-19 pandemic.

c. Crime Analyst Update

Chief Mark Denney gave an update on crime analysis

d. Presentation: Fire Department Needs Assessment & Financial Outlook

Fire Chief Frank Cook gave a presentation on the financial forecast for the Department of Fire and EMS and the future capital and operational needs of the department

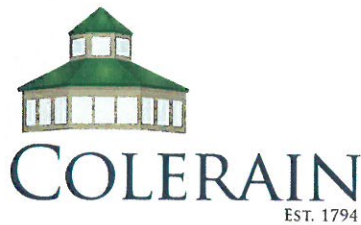
Discussion:

Trustee Rajagopal - some of the conditions of the fire houses are terrible.

Trustee Unger - is there one department that would be a better option for a new station now? There is a benefit on home owners Insurance to remain a ISO1.

6. Public Hearings

No public hearings were held due to Covid-19 pandemic



7. Citizens Address

Christine Frieberg - Since when do we give grants to private individuals?

Michelle Morrison - 8329 Livingston Rd sale. Where can I find zoning change for the property.

Mr Milz - a zoning change is not needed.

Why are the finance reports for January, February and March not completed?

Mr. Milz - The finance director has been extremely busy. filling in Payroll etc. Also, monthly finance reports are not required however paying our employees is. Where is an update on Colerain Park? Third party contracts

Carrie Davis - Commented on Easter Spring Event. Northwest High School sidewalks. Greater Northbrook garden.

Stephanie Wright - What is the status of summer program.

Mr Unger - we'll wait and see what we can do

Why are financial reports not available? Status of Food trucks? Status of false alarm contract?

Linda Gauggel - Status on program funding? Why are we not supporting zoning codes involving food trucks? Grant for sidewalk on Pippin Road.

Amanda Lundy - concerned with speeding on Memory Lane.

Eric Reifenberger -can we make it a minor offense for leaving cut grass on roadways.

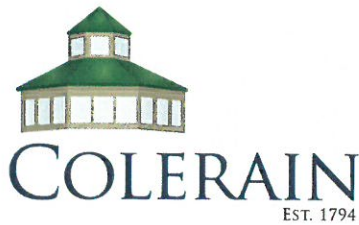
Mr Unger - ORC already addresses cut grass in roadways. Let authorities know when this happens.

Greg Insco - Thank you everyone for your service to Colerain Township

Debbie Craven - concerned with sidewalks enforcement.

Kathy Mohr - Policy changes - Jeff Weckbach has done a great job. New employee policy on vacation. What employees are essential? What employees are non essential? What daily routine jobs are being disregarded? Who will be doing public records requests? What about financial reports?

Anonymous - Save Lake Gloria



8. Administrative Reports

Geoff Milz - Hopes retail and restaurant establishments can pull through this. He thanks our first responders for their bravery. Meeting every morning for preparedness and now on to response phase. Also thanks Robert Shepherd for his efforts with the IT department.

Chief Frank Cook - Fire and EMS is business as usual with exception of Northgate Mall. Working staggering shifts, but fully functioning. Administration working from home as well as the office. Insuring everyone in department are dressed out in proper PPE. Anniverseries - Captain Chris Hopkins and Jim Bowman.

Chief Denney - Late February to early March started taking steps to protect officers. Closely monitoring shifts and coverage.

Trustee Rajagopal - Thanks the department for their hard work

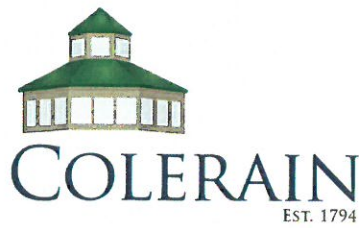
Trustee Wahlert - How are we enforcing social distancing? Thank you for your hard work. Proud of the way the department handled the loss of Springdale Officer Grant.

Jackie O'Connell - monitoring safety and health. Doing projects that only require a single staff member. Increased park trash.

Trustee Rajagopal - Thanks the department for their continued hard work at our parks.

Trustee Wahlert. Echoes those remarks and said all departments are working hard.

Mike Ionna - continuing to operate business as usual. Staff can accommodate digital operation. This is the time of year that service requests pick up.



9. Trustees' Report

Trustee Rajagopal - This is a very difficult time. Wants the Township to stay safe. Thanks the Fire Chief, Fire Department as well as Chief Denney and the Police Department. Was disappointed with local Walmart and the large number of customers at one time. Wants the community to do everything they can to help stop the spread of covid-19. He wants everyone to check on senior citizens. He thanks Nora Dashley of Clippard YMCA for the work they're doing to help. Please reach out if you need help.

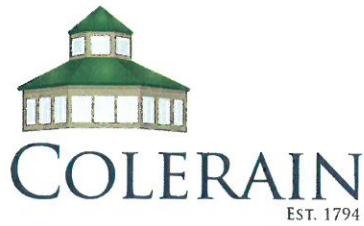
Trustee Wahlert - Thanked Teddy Kramer for recording a video for Colerain. He was in contact with Chris Green and would like to do a Veterans Day parade. Thanks Steve Chabot for lunch last week for the township. Gob Bless everyone

Trustee Unger - We're trying to keep life as normal as possible. Reminded everyone to fill out absentee ballot for primary election. A lot of people are struggling. There are a couple of community groups that are fighting and he is asking those groups to get along and leave the township out of their struggle. Has enjoyed walking the parks, Colerain Park, Clippard Park, Main Street Trail among others. Welcomed Jeff Baker as the new Fiscal Officer. Discussed review of minutes going back to 1997 and entered a report on those minutes into the record. Reach out if you need help.

10. New Business

Public Safety

Public Services



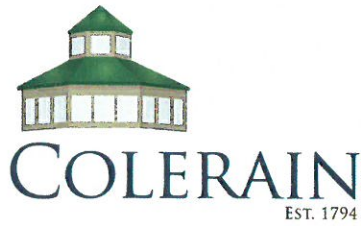
a. Motion to Approve Contract for Commons Circle Headwall Repair

Recommend adoption of a motion to approve the Common Circle Headwall Repair contract for \$53,317 with Masters Group and to authorize the Township Administrator to execute all related documents.

Motion - Unger. seconded Wahlert. All voted yes.

Bids were opened on March 18, and bidders and bids were as follows: · Masters Group - \$53,317 · John P Tumlin - \$60,014 · Fred Nemann - \$62,415 · Rack and Ballauer - \$71,430 · Ford Development - \$75,515

This item was included in the 2020 Budget.



b. Motion to Purchase Capital Equipment

Motion to Purchase Capital Equipment Recommend adoption of a motion to purchase a Zero Turn Mower for the Parks Division at a price not to exceed \$11,839.

This purchase was evaluated as part of the 2020 Budget process and has been included in the 2020 final appropriations. The pricing associated with this item is from the state bid.

Motion - Unger. Seconded - Rajagopal. All voted yes

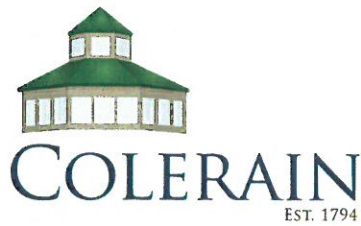
c. Motion to Approve Public Service's Vehicles and Equipment for Auction.

Motion to Approve Public Service's Vehicles and Equipment for Auction.

Recommend the Approval of a Resolution Authorizing the Disposal of Surplus Items Valued at \$2,500 or Less.

There are six vehicles and pieces of equipment that the Public Services department would like to dispose of via Govdeals public auction site. The items have no trade-in value, so we would like to auction in hopes of creating a bit of revenue.

Motion by Wahlert. Seconded by Unger. All voted yes



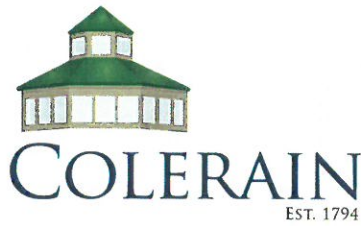
Planning & Zoning

- a. Motion to Award A Tactical Urbanism Grant For An Amount Not To Exceed \$500.00 to construct a community garden.

Tactical urbanism means making small-scale, temporary improvements to the built environment. Tactical urbanism projects are low-cost, temporary and demonstrative, meaning that they show how an improvement or solution would function. The goal of the Colerain Township Tactical Urbanism Mini Grant Program is to give Township residents and businesses a creative opportunity to take initiative with planning of their community. The creativity is ultimately up to the applicants!

The applicant is seeking to set-up a temporary community garden with the intention that it becomes a permanent asset within the Northbrook Community. The garden will be located on a vacant lot on Amarillo Court. The five-hundred dollar allotment will go toward buying seeds, plants, and supplies for the garden. The application states that there are many residents who are interested in contributing to the project. Ultimately the project will transform an existing vacant lot into a place that builds community and vibrancy. All activities on the site will be conducted in accordance with policies and procedures allocated by the Department of Public Services. Staff will monitor and record the progress of the grant including expenditures, site improvements, and results yielded.

Motion - Unger. Seconded Rajagopal. All voted yes

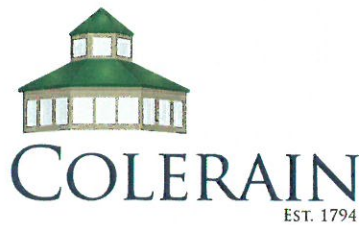


b. Motion To Authorize The Township Administrator To Execute A Contract For Nuisance Abatement

Recommend adoption of a motion to allow the Township Administrator to execute a contract with DW's Lawn and Landscape for nuisance abatement. One of the key components of Code Enforcement is the ability to abate tall grass and weeds violations through an abatement process. The abatement process allows the Township bring a property in violation into compliance through the use of an outside contractor. The cost of bringing the violation in to compliance, both staff time and the cost of the vendor to complete the project, are assessed as a lump sum on the tax bill of the property owner.

The proposed contract will allow staff to hire a reputable contractor, DW's Lawn and Landscape, to serve as the vendor to complete the abatement process. DW's Lawn and Landscape has been contracted previously by the Township for grass and weed abatements and has produced exceptional results with exceptional service. The contract would lock in a price of 80 dollars per abatement through the year 2022.

Motion - Unger. Seconded - Rajagopal. All voted yes



C.

Motion Authorizing And Directing Staff To Reimburse The Owner Of 6384 Conifer Lane For A Special Assessment. Staff Recommends Denial of the motion.

The grass and weeds abatement process is a process whereby the Township brings a property with tall grass and weeds into compliance through the use of an outside contractor. The cost of bringing the violation in to compliance, both staff time and the cost of the vendor to complete the project, are assessed as a lump sum on the tax bill of the property owner.

After a thorough review of all procedures and multiple correspondence with the property owner, staff finds that there was no error in the procedures taken to abate the grass on the property. As such staff finds that the site in question was abated in accordance with the procedures set forth within the grass abatement process and firmly believes that the special tax assessment should be upheld. Additionally, staff also has concerns that authorizing reimbursement for a site where staff correctly followed procedures and protocol could create a precedent for other property owners in the future to be entitled to a reimbursement.

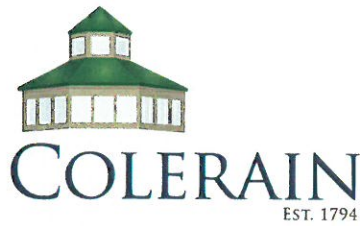
Trustee Unger made a motion to amend the motion to reduce the reimbursement to the administration fee of \$350. Trustee Wahlert seconded. Trustees Rajagopal and Unger voted yes. Trustee Wahlert voted no.

Discussion - Trustee Wahlert - Was there an appeals process and was the owner given one.

Trustee Unger - Mr Peet has been involved with this for a long time. Trustee Unger looked at the property this afternoon and it looks great.

Trustee Unger made a motion to reimburse the \$350 administration fee. Trustee Rajagopal seconded. Trustees Rajagopal and Unger voted yes. Trustee Wahlert voted no. Motion carries.

Administration



a. Resolution to Remove Hamilton County Parcel Number 510-0103-0251 from Kroger TIF Site Recommend adoption of a resolution removing the specified parcel from the Kroger TIF District.

Motion - Unger. Seconded - Wahlert. All voted yes

b. Resolution to Amend Organizational Chart and Roster Recommend adoption of a resolution amending the Township Organizational Chart and Position Roster.

The Colerain Township Board of Trustees maintains a formally adopted organizational chart and position roster for all roles employed by the Township. The existing organizational chart and position roster contains several roles in the Planning & Zoning Department, including a Seasonal Code Enforcement Officer and Code Enforcement Specialist.

The attached memo outlines several benefits to transitioning the existing Seasonal Code Enforcement Officer to a Code Enforcement Specialist.

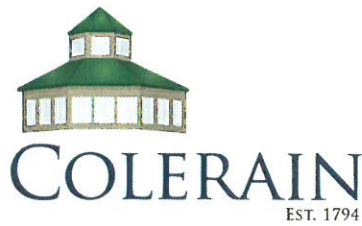
Motion - Unger. Seconded - Wahlert

Discussion - Mr Rajagopal - are they eligible for benefits. Mr Milz - no.

All voted yes.

c. Resolution Authorizing the Adoption of an Alternative Method of Apportioning the Local Government Fund Recommend approval of a Resolution Authorizing the Adoption of an Alternative Method of Apportioning the Local Government Fund

Motion - Unger. Seconded - Wahlert. All voted yes.



d. 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.

Motion - Unger. Seconded - Rajagopal

Discussion - Mr. Unger - is this for a certain # of hours. Mr. Milz yes.

Mr Rajagopal - We already pay a large amount of money. I think this is a waste of money.

Mr Wahlert - I'm on the fence. Depends on where we're headed. Would like to see this tabled.

Mr Wahlert motions to table. Seconded by Unger. all vote yes

Motion Tabled

e. Resolution Extending the Emergency Declaration in Colerain Township
Recommend adoption of a resolution extending the emergency declaration in Colerain Township until April 30

Motion - Unger. Seconded Rajagopal. All vote yes

f. Discussion of Establishing Business Support Programs

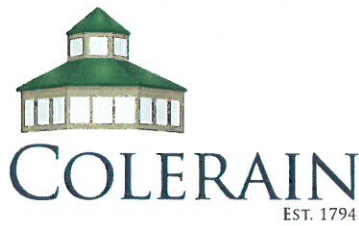
Mr Wahlert - Discussion of Establishing Business Support Programs Trustee

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

Discussion - Mr. Milz - Columbia Township and Springfield Township are doing similar programs.

Mr Rajagopal - would this come from grants? There are federal programs.

Mr Wahlert - There are other ways to help other than money.



g. Discussion of Establishing Local Social Service Support Programs

Mr Rajagopal -Discussion of Establishing Local Social Service Support Programs. Trustee Rajagopal would like to discuss the establishment of Local Social Service Support Programs.

Discussion

Mr Wahlert - This issue keeps him up at nights. This may be ad hoc.

Mr Rajagopal - we need to take care of our senior citizens. Our township is known for coming together to help each other

Mr Unger - faith based programs are a great way to help. If you're in an immediate need for help, please let us know.

Mr Milz - Will do research and bring options to next meeting.

11. Old Business

a. Policy Book Discussion

Policy Book Discussion Recommended adoption of a motion to set a meeting for an additional work session on the Policy Book. Rationale:

At the March 10, 2020 Special Meeting of the Board of Trustees - Work Session, the Trustees started a conversation on potential policy changes that the Trustees would like to see. Several drafted policies are attached.

There are an additional set of policies that require Board of Trustee direction before compilation into a newly adopted Policy Book. This likely to be a lengthy discussion that would be best served in a separate work session.

Please note, newly drafted policy language for consideration is attached to this item in front of the Policy Memo from 2-17-2020. A new memo, detailing other organizational policies on sick and vacation time is also attached.

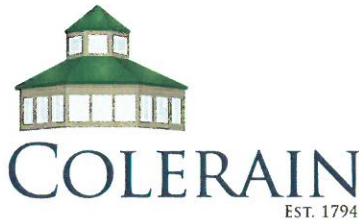
Mr Weckback - recommends an additional work session.

Mr Wahlert - Agrees with a work session.

Mr. Unger - is in favor of work session. Should we wait until after May?

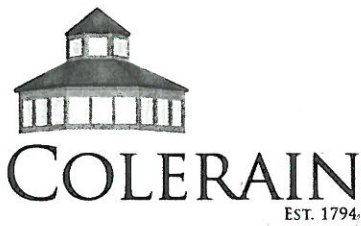
Mr Milz - we'll put it on the first meeting in May

12. Consent Items



- a. Contract with Cincinnati State for Partnership Agreement for Paramedic Program
- b. Recommend adoption of a motion to accept a \$10.00 donation from Kimberly Sizemore.
- c. Contract with Cincinnati State for Partnership Agreement for Paramedic Program
- d. Contract with Integrated Engineering - Safety Grant Application Preparation Recommend approval of all consent agenda items.
- e. Contract with Protegis for Fire Suppression System Repair. Staff recommends of all consent agenda items
- f. Contract with Buckeye Power Systems for Generator Maintenance. Staff recommends the approval of all consent agenda items.
- g. Contract with Winelco Environmental Contractors for Sewage Treatment System Maintenance. Recommend adoption of all consent agenda items.
- h. Contract with Greg Flammers for Sidewalk Inspection Services. Staff recommends the approval of all consent agenda items
- i. Part-Time Hires - Public Services - Parks' Laborer Recommend approval of all consent agenda items.
- j. MOU with AFSCME Local 3553 Waiving Grievance Time Limits Until April 30, 2020 Staff recommends approval of all consent agenda items.
- k. New Hire - Administration - Receptionist Recommend approval of all consent agenda items.
- l. Motion to Authorize the Hiring a Full-Time Firefighter Recommend and request authorization to conditionally promote and hire part-time employee Firefighter Emergency Medical Technician (EMT) Peter Lovass as a full-time employee.

Motion - Unger. Seconded - Rajagopal. All voted yes. Consent items approved



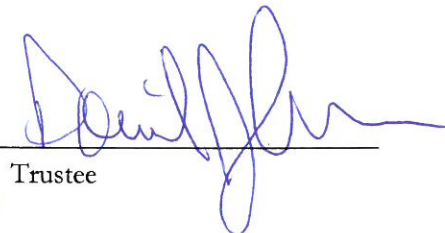
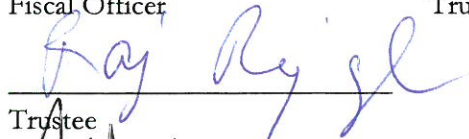
13. Fiscal Office Report

We received a liquor permit for First Watch. I discussed it with Chief Mark Denney and Mike Ionna and neither had an objection..

The public records requests will be dealt with in a reasonable amount of time.

Adjournment

Motion - Wahlert. Seconded - Unger. All voted yes. Adjourned at 10:50 PM.

 _____ Fiscal Officer	 _____ Trustee
 _____ Trustee	
 _____ Trustee	