

## **Regular Meeting of the Board of Trustees - June 9**

**June 9, 2020**

- 1. Opening of Meeting**
- 2. Pledge of Allegiance 7:00 PM**
- 3. Meditation (Moment of Silence)**
- 4. Fiscal Office – Approval of Minutes from May 26, 2020 and June 2, 2020**
- 5. Presentations**
  - a. Retirement Proclamation – Firefighter Paramedic Matthew C. Drennan
- 6. Public Hearings**
  - a. Public Hearing for Sidewalk Maintenance Project - Phase I
- 7. Citizens Address**
- 8. Administrative Reports**
- 9. Trustees' Report**
- 10. New Business**

### **Public Safety**

- a. Motion to Authorize Department of Fire & EMS Services Contract for Emergency Medical First Response

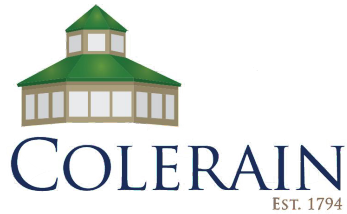
### **Public Services**

### **Planning & Zoning**

- a. First Reading - Resolution Adopting the *Connect Colerain* Sidewalk Plan
- b. Resolution Declaring Nuisance and Ordering Abatement

### **Administration**

- a. Motion to Authorize Township Administrator to Execute Letter of Arrangement with the Ohio Auditor of State for the Purpose of Conducting Audit Services for the Years 2018 and 2019 for a Fee not to Exceed \$20,000.
- b. Motion to Set Public Hearing on June 23, 2020 - 2021 Tax Budget
- c. Motion to Set Public Hearing on the Establishment of a TIF District on Parcel 0510-0062-0230 for July 14, 2020
- d. Motion to Authorize Township Administrator to Execute an Agreement with Anthem for Health Insurance for 2020-2021 Plan Year



- e. Motion to Dissolve the Comprehensive Land Use Committee

**11. Old Business**

**12. Consent Items**

- a. Promotion - Lieutenant - Department of Fire & EMS
- b. New Hire - Full-Time Firefighter Paramedic - Department of Fire & EMS
- c. New Hire - Full Time Firefighter Paramedic - Department of Fire & EMS
- d. New Hire - Seasonal Hydrant Maintenance Worker - Department of Fire & EMS
- e. New Hire - Seasonal Maintenance Worker - Public Services
- f. New Hire - Seasonal Camp Counselor - Public Services
- g. Donation Acceptance - Police - \$100
- h. Donation Acceptance - Police - \$24.25
- i. Donation Acceptance - Police - \$200.00
- j. Donation Acceptance - Fire & EMS - \$1,000.00
- k. Contract with Hannah McKaig (Co-Op Student) for Communications Services

**13. Fiscal Office Report**

**14. Adjournment**

**15. Executive Session – if needed**

# PRESENTATIONS

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Department: Fire

Department Head:

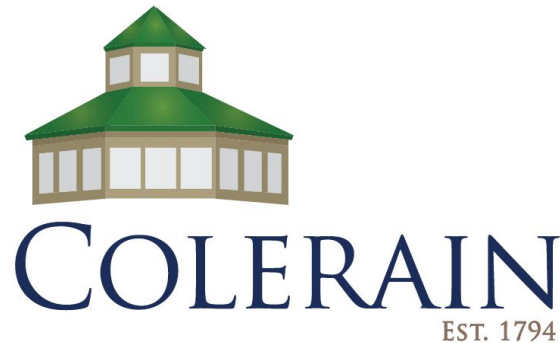
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## Retirement Proclamation – Firefighter Paramedic Matthew C. Drennan

### Rationale:

Recognize retired Firefighter Paramedic Matthew C. Drennan for his 35½ years of service to the community.

**PROCLAMATION FOR MATTHEW C. DRENNAN FOR HIS YEARS OF  
DEDICATED SERVICE TO COLERAIN TOWNSHIP, OHIO**



**Whereas** Firefighter Paramedic Matthew C. Drennan was hired on October 6<sup>th</sup> of 1984 as an employee of the Colerain Township Department of Fire and Emergency Medical Services; and

**Whereas** Firefighter Paramedic Matthew C. Drennan has demonstrated professionalism, allegiance, service, commitment and excellence through his contributions as a firefighter, emergency medical technician paramedic, instructor, employee, and friend during his tenure with the Department; and

**Whereas** Firefighter Paramedic Matthew C. Drennan retired on June 9<sup>th</sup>, 2020, after more than 35½ years of commendable dedication to the fire service and the Colerain Township community.

Therefore, be it resolved, that the Colerain Township Board of Trustees recognizes Firefighter Paramedic Matthew C. Drennan as an outstanding employee and that he contributed greatly to our community during his long tenure of public service

Be it further resolved that in recognition of all that Firefighter Paramedic Matthew C. Drennan has done for Colerain Township, the Colerain Township Board of Trustees hereby proclaim Tuesday, June 9<sup>th</sup>, 2020 as a special day of recognition for Matthew C. Drennan to acknowledge his contributions to our community and wish him continued success in retirement.

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Raj Rajagopal  
Trustee

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Dan Unger  
Trustee

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Matt Walhert  
Trustee

Date: June 9<sup>th</sup>, 2020

# PUBLIC HEARINGS

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Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

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## Public Hearing for Sidewalk Maintenance Project - Phase I

Recommend opening of the Public Hearing and continuing the hearing until April 28, 2020.

### Rationale:

Colerain Township's Sidewalk Maintenance Program has been created to repair and maintain Colerain Township's neighborhood sidewalks.

Colerain Township is allowing property owners the choice to repair the sidewalks at their own accord with an approved permit, or allow Colerain Township to perform the repair work and assess the owner's property taxes over five years.

The majority of the existing sidewalks located in Colerain Township were initially built during the same time the adjoining streets and homes were constructed. After several decades, these sidewalks require repair.

There are two (2) areas that the program focuses on. They are located in the Northbrook and Groesbeck neighborhoods, approximately 1.5 miles apart. Both areas were chosen due to their proximity to crucial Township assets, including schools, libraries, and commercial destinations.

The proposed public hearing is a requirement of ORC that must occur prior to the Township conducting repairs.

**The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio**, met in regular session at 7:00 p.m., on the \_\_\_\_ day of May, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Dan Unger, Raj Rajagopal, Matthew Wahlert

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_\_-20**

**RESOLUTION ESTABLISHING THE SIDEWALK CONSTRUCTION, REPAIR, REPLACEMENT, AND MAINTENANCE OF COLERAIN TOWNSHIP AND CRITERIA THRESHOLDS FOR SIDEWALK REPAIR AND REPLACEMENT**

**WHEREAS**, the sidewalk infrastructure of Colerain Township is a significant asset that impacts the quality of life for those who live, work, and visit Colerain Township and the Colerain Township Board of Trustees has determined that the implementation of a sidewalk construction, repair, replacement, and maintenance program is in the best interest of the Township and will improve the health, safety, and general welfare of its residents and those who work and visit the Township; and

**WHEREAS**, the Colerain Township Board of Trustees has the authority to assess the expense of construction, repair, and maintenance of sidewalks to the property owner abutting the construction, repair, or maintenance pursuant to Ohio Revised Code Section 5543.10; and

**WHEREAS**, in compliance with Ohio Revised Code Section 5543.10, the Colerain Township Board of Trustees held a public hearing on (hearing date) after providing proper notice via publication for three successive weeks in (newspaper of general circulation within county) stating the intention of the Colerain Township Board of Trustees to construct, repair, or maintain such improvements; and

**WHEREAS**, the Colerain Township Board of Trustees will assess abutting property owners one hundred (100%) (can be none, part, or all of cost) for construction, repair, and maintenance of sidewalks the Township performs pursuant to Ohio Revised Code Section 5543.10; and

**WHEREAS**, the Colerain Township Board of Trustees desires that if a resident decides to perform the construction, repair, and maintenance of sidewalks within Colerain Township, he or she will follow the standards set by the Hamilton County Engineer and must arrange an inspection with the Colerain Township Planning and Zoning Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE COLERAIN TOWNSHIP BOARD OF TRUSTEES**, \_\_ members elected thereto concurring:

1. That the Board of Trustees hereby establishes the Sidewalk Construction, Repair, and Replacement policy of Colerain Township and establishes the criteria thresholds as attached hereto as Exhibit "A" for purposes limited to repair and replacement.

2 That the Board of Trustees hereby resolves to assess abutting property owners one hundred (100%) for construction, repair, replacement, and maintenance work of sidewalks that the Township performs pursuant to Ohio Revised Code Section 5543.10.

3. That the Board of Trustees requires residents to schedule an inspection by the Colerain Township Planning and Zoning Department if they wish to perform the construction, repair, replacement, or maintenance of sidewalks within Colerain Township to ensure that the standards set by the Hamilton County Engineer are met.

4. 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

5. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days, pursuant to Section 504.10 of the Ohio Revised Code, and hereby authorizes the adoption of the Resolution upon its first reading.

6. This Resolution shall take effect on the earliest date permitted 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. Unger \_\_\_\_\_, Mr. Rajagopal \_\_\_\_\_, Mr. Wahlert \_\_\_\_\_

ADOPTED this \_\_\_\_ day of May, 2020.

BOARD OF TRUSTEES:

\_\_\_\_\_  
Dan Unger, Trustee

\_\_\_\_\_  
Raj Rajagopal, Trustee

\_\_\_\_\_  
Matthew Wahlert, Trustee

ATTEST:

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Jeff Baker,  
Fiscal Officer

Resolution prepared by and approved as to form:

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Lawrence E. Barbieri (0027106)  
Colerain Township Law Director  
Scott A. Sollmann (0081467)  
Colerain Township Assistant 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 May, 2020.

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Jeff Baker,  
Colerain Township Fiscal Officer

# PUBLIC SAFETY

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Department: Fire

Department Head: Frank Cook, Fire Chief

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Motion to Authorize Department of Fire & EMS Services Contract for Emergency Medical First Response

Recommend adoption of a motion to approve the contractual agreement to provide emergency medical first response to the West College Hill neighborhood of Springfield Township.

Rationale:

The agreement between Springfield Township and Colerain Township is for the provision of first-responder emergency medical services into Springfield Township's West College Hill neighborhood from Fire Station 26 on West Galbraith Road for a trial period from June 1 – December 31, 2020. The department will be paid \$350.00 for each emergency medical first response incident into the West College Hill neighborhood.

**AGREEMENT BETWEEN SPRINGFIELD TOWNSHIP AND COLERAIN TOWNSHIP  
REGARDING THE PROVISION OF ADVANCED LIFE SUPPORT (“ALS”) “FIRST  
RESPONDER” SERVICES IN THE WEST COLLEGE HILL AREA OF SPRINGFIELD  
TOWNSHIP**

This Agreement (“Agreement”) is made on this \_\_\_\_ day of June, 2020, by and between Colerain Township, Hamilton County Ohio, (hereinafter referred to as “Colerain”) whose address is 4200 Springdale Road, Cincinnati, Ohio 45251 and Springfield Township (hereinafter referred to as “Springfield Township”) whose address is 9150 Winton Road, Cincinnati, Ohio 45231.

Springfield Township desires to have Colerain Township provide First Responder ALS emergency medical services to a portion of the Township known as the West College Hill area which is shown on attached Exhibit A (hereinafter referred to as the “area to be served”).

Colerain is comprised of men and women ready, able and properly trained to operate the necessary equipment to provide First Responder ALS emergency medical services, to said area to be served.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

**Article I  
Term of Agreement**

1. Notwithstanding its execution date, the term of this Agreement shall commence on June 1, 2020 and shall continue, unless terminated pursuant to other provisions of this Agreement, in full force and effect until December 31, 2020.
2. This Agreement may be terminated by either party upon ninety (90) days written notice to the other.

**Article II  
Services to be Performed Colerain**

3. Colerain shall provide quality “First Responder” ALS (paramedic) emergency medical services to the residents, businesses and visitors of the area to be served by responding to the following critical ALS dispatches:
  - a. Cardiac arrest/nonbreather;
  - b. Unconscious/unresponsive
  - c. Altered mental state;
  - d. Choking;
  - e. Person shot;
  - f. Drowning; and
  - g. Other dispatches determined by the Springfield Township Fire Chief during the course of this Agreement.

4. The Springfield Township Fire Chief, in conjunction with the Colerain Township Fire Chief, shall establish policies and procedures for a response criterion (including stations responsible for response, diversion and dual dispatch), patient care. Colerain will provide a minimum ALS (paramedic) response of one paramedic and one emergency medical technician in accordance with the policies and procedures established by the Springfield Township Fire Chief and the Colerain Township Fire Chief. It is understood that the vehicle responding to calls pursuant to this Agreement will respond from Station 26 in Colerain only. The vehicle in which the EMS “First Responders” are transported is at the discretion of the Colerain Township Fire Chief, and a paramedic engine response is acceptable.
5. Upon arrival, Colerain will evaluate scene safety and conduct an initial patient assessment. Colerain will contact Springfield Township via radio and provide patient information along with instructions. Upon arrival, Springfield Township will communicate with the Colerain paramedic to transfer patient care. Colerain will assist with scene management and patient care as necessary. Unless otherwise deemed necessary by Springfield Township and communicated to Colerain, Springfield Township will transport patients. In the event that Springfield Township is unavailable to transport any patient, Colerain will provide the transport pursuant to mutual aid if Colerain is available to do so.
6. Colerain shall, through the Chief of the Fire Department, submit to the Springfield Township a monthly activity report detailing the number and type of calls and dispatch and arrival times. The Activity Report shall be submitted no later than the fifth (5th) day of each month.
7. Springfield Township shall pay all costs associated with dispatching.

### **Article III**

#### **Professional Standards and Contractor Responsibilities**

8. Colerain agrees to furnish the services of its organization, to exert its best efforts, and to exercise the appropriate degree of professional skill and competence in performing all services specified in this Agreement and as to any services incidental thereto.
9. Colerain agrees to furnish all tools, equipment, labor and materials necessary to complete the services specified in this Agreement and as to any services incidental thereto.
10. Colerain agrees to ensure that its Fire Department and its Fire Department personnel are in compliance with the National Incident Management System (NIMS). To that end, Colerain shall provide to its Fire Department personnel all required NIMS training and shall require that every member of the Fire Department obtain the required NIMS certifications on an annual basis.

### **Article IV**

#### **Compliance with Applicable Statutes, Ordinances, and Regulations**

11. In performing the services required of it under this Agreement, Colerain shall comply with all applicable federal, state, county, and township statutes, ordinances, regulations and resolutions.
12. At all times during the term of this Agreement, Colerain shall comply with the Ohio Revised Code Section 153.59 by ensuring that Colerain and/or any person acting on its behalf does not discriminate in its hiring practices by reason of race, creed, gender, handicap, national origin, ancestry, or color. Colerain shall further comply with the Ohio Revised Code Section 153.59 by ensuring that Colerain and/or any person acting on its behalf does not discriminate against or intimidate any employee hired for the performance of work under this agreement on account of race, creed, handicap, national origin, ancestry, or color.
13. At all times during the term of this Agreement, Colerain shall pay into the State Insurance Fund the amount of premium determined and fixed by the Industrial Commission pursuant to Ohio Revised Code Chapter 4123 promptly when due or shall elect to pay compensation directly and contribute to the surplus of the fund as required by law. Colerain agrees that any injury or illness to its personnel or agents resulting from or related to the services provided pursuant to this Agreement shall be, to the extent permitted by law, covered by its worker's compensation policy and managed by its personnel. This paragraph is binding on all contractors and subcontractors that perform work under this Agreement and such compliance is warranted by Colerain. Springfield Township may require Colerain to provide a Certificate of Compliance from the Industrial Commission. If such certificate is required, the failure to provide it to Springfield Township is a breach of this Agreement and grounds for immediate termination of the Agreement.
14. At all times during the term of this Agreement, Colerain shall comply with all applicable Ohio safety regulations.
15. At all times during the term of this Agreement, Colerain shall comply with all applicable federal, state, and township statutes, regulations, ordinances and resolutions pertaining to a drug-free workplace.

## **Article V**

### **Insurance**

16. In addition to the complete and adequate workers' compensation insurance required by this Agreement, Colerain shall carry general public liability insurance for personal injuries and property damages and also for errors and omissions (wrongful acts) to cover any and all personal-injury or property damage claims arising out of the activities of Colerain in performing the services under this contract. Colerain agrees that it will provide the Springfield Township with a minimum of thirty (30) days' notice prior to any cancellation of such policy. It is acknowledged that the general public liability insurance and the errors and omissions insurance required under this paragraph shall be the primary insurance and that the Springfield Township insurance shall be excess insurance over and above that insurance. All insurance costs required under this paragraph shall be paid by Colerain.

17. It is acknowledged that the risk of loss for all contents and property belonging to Colerain shall be on Colerain which shall purchase and maintain any appropriate or desired insurance coverage relative thereto.

## **Article VI Compensation**

18. Springfield Township shall pay to Colerain from funds in its possession from the operating levy in the Fire District including the area to be served the sum of THREE HUNDRED FIFTY DOLLARS AND ZERO CENTS (\$350.00) for each response made pursuant to this Agreement.
19. Colerain shall provide a written invoice Springfield Township for the responses provided each month by the fifth (5<sup>th</sup>) day of the month following the month in which responses were provided. The invoice shall be provided in the form or format required by Springfield Township. Springfield Township shall pay or dispute each invoice no later than the thirtieth (30<sup>th</sup>) day of the month in which the invoice was tendered. Any amount disputed will not delay the payment of the remainder of the invoice which includes the disputed amount, but the disputed amount will be withheld from the total payment of that invoice until such time as the dispute is resolved.
20. It is understood and agreed that Colerain will *not* utilize a billing/collection program for emergency medical services provided pursuant to this Agreement. In the event that Colerain performs transportation services outside the scope of this Agreement, it shall perform those services as mutual aid and shall be permitted to utilize the billing program/company of its choice.

## **Article VII Waiver**

20. The failure of Springfield Township and/or Colerain to insist in any one or more instances upon strict compliance with any of the provisions of this Agreement shall not be construed as a waiver or relinquishment of Springfield Township's or Colerain's right to thereafter require strict compliance.

## **Article VIII Termination of Agreement for Cause**

21. In addition to termination as provided in other portions of this Agreement, this Agreement may be terminated by Springfield Township at any time without notice upon the occurrence of one or more of the following events:
  - a. In the event Colerain notifies Springfield Township that it no longer retains the personnel or possesses the equipment necessary to fulfill its obligations under this Agreement; or
  - b. In the event Colerain shall fail or refuse to faithfully or diligently perform its obligations under this Agreement; or

- c. Bankruptcy or insolvency of Colerain; or
- d. Failure of Colerain to obtain insurance required by this Agreement; or
- e. In the event that Colerain is found guilty of fraud, dishonesty, or other acts of misconduct in the rendering of professional services.

#### **Article IX Governing Law**

22. This Agreement will be governed by and constructed in accordance with the laws of the State of Ohio, and all obligations of the parties created under this Agreement are performable in Hamilton County, Ohio.

#### **Article X Parties Bound**

23. This Agreement shall be binding on and inure to the benefit of the parties and their legal successors, if any.
24. This Agreement and the rights, privileges, or duties created hereunder shall not be assigned by either party without the written consent of the other party.

#### **Article XI Legal Construction**

25. In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

#### **Article XII Complete Agreement/Prior Agreements Superseded**

26. This Agreement constitutes the sole and only agreement of the parties with respect to the area to be served and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

#### **Article XIII Notices**

27. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid, and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement. However, each party may change the address for the receipt of the notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one (1) day after mailing.

**Article XIV**  
**Authority to Sign**

28. The representative of Colerain whose signature is affixed to this Agreement affirms that he has been duly authorized to bind Colerain to the terms of this Agreement by his signature.
29. The representative of Springfield Township whose signature is affixed to this Agreement affirms that he has been duly authorized to bind Springfield Township to the terms of this Agreement by his signature.

IN WITNESS WHEREOF, the parties herein set their hands at Cincinnati, Ohio, this \_\_\_\_\_ day of June, 2020.

**SPRINGFIELD TOWNSHIP**  
**BOARD OF TRUSTEES**

**COLERAIN TOWNSHIP**  
**BOARD OF TRUSTEES**

By: \_\_\_\_\_  
Christopher D. Gilbert  
Township Administrator

By: \_\_\_\_\_  
Geoff Milz  
Township Administrator

### **CERTIFICATE OF AVAILABILITY OF FUNDS**

I certify that the sum of TEN THOUSAND DOLLARS AND ZERO CENTS (\$10,000.00), the maximum amount anticipated to meet the contract, obligation, or expenditure for the attached, has been lawfully appropriated for the purpose for the current year and will be lawfully appropriated in future years, and is (or will be) in the treasury or in process of collection to the credit of the Fund #\_\_\_\_\_, free from any outstanding obligation or encumbrance.

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Dan Berning, Fiscal Officer  
Springfield Township

**Exhibit A**  
**Area to be Served (including list of streets)**

# PLANNING & ZONING

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Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

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## First Reading - Resolution Adopting the *Connect Colerain* Sidewalk Plan

To approve the first reading of a resolution adopting Connect Colerain, the 2020 Sidewalk Plan for Colerain Township.

### Rationale:

In 1993 the Board of Trustees adopted a Sidewalk Plan for Colerain Township which stated that "Sidewalks should be installed on both sides of all public streets in Colerain Township prior to approval of any subdivision Record Plat." Per the plan and resolution, this requirement was to be enforced on all township, county, and state roads.

In 2006, the Board of Trustees supplemented and amended the Original 1993 Sidewalk Plan via Resolution 13-06 to allow a developer to make a request to the Board of Trustees with respect to a waiver or relief from the requirements of the Township's Sidewalk Plan that would be determined on a case by case basis. In 2016 the cost of a waiver was set at 75 dollars per lineal foot of road.

The goal of Connect Colerain, the proposed plan, is to establish and maintain a comprehensive and continuous sidewalk system in Colerain Township that connects neighborhoods and destinations to one another. The vision the plan sets forth is a sidewalk system that provides both service and support to residents, visitors, workers, and businesses.

The proposed plan is the logical next step to creating a more comprehensive and holistic approach to sidewalk and pedestrian connectivity in Colerain Township. Whereas the current plan from 1993 and subsequent amendments is merely a few sentences that enable the requirement of sidewalk and establish a waiver process, the proposed plan provides a comprehensive vision for sidewalk throughout the Township. The components of the plan include:

- Inventory and analysis of the existing system
- Analysis of sidewalk maintenance across the region
- Impact of system gaps
- Public input
- Prioritization of new sidewalk connections
- Recommendations for maintenance and sidewalk design
- Implementation and funding for recommendations

A link to the full plan can be found here:

<https://cagisportal.maps.arcgis.com/apps/MapJournal/index.html?appid=981a5107cebb4185a91f532cff33052c>

**The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio**, met in regular session at 7:00 p.m., on the 23rd day of June, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio, 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matt Wahlert

Mr./Ms. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_\_-20**

**RESOLUTION ADOPTING COLERAIN TOWNSHIP SIDEWALK PLAN**

WHEREAS, on May 11, 1993, the Board of Trustees, by unanimous vote, approved a motion to require sidewalks in all new subdivisions; and

WHEREAS, on September 14, 1993, the Board of Trustees adopted, by Resolution, a "Plan for Sidewalks in Colerain Township" (the "Original 1993 Sidewalk Plan") which stated the specific Township policy that "Sidewalks should be installed on both sides of all public streets in Colerain Township prior to approval of any subdivision Record Plat. This requirement should be on all township, county, and state roads"; and

WHEREAS, the Board of Trustees supplemented and amended the Original 1993 Sidewalk Plan on March 14, 2006, via Resolution 13-06 in a number of ways including, and not limited to, allowing a developer to make a request to the Board of Trustees with respect to a waiver or relief from the requirements of the Township's Sidewalk Plan that would be determined on a case by case basis; and

WHEREAS, the Board of Trustees amended the Resolution 13-06 on August 9, 2016, via Resolution 40-16 in order to change the 80% requirement, to change the requirement for sidewalk block size, and to increase the overall fee;

WHEREAS, since adoption of the 2016 resolution, the total cost to construct and install a sidewalk block has increased from \$30 per lineal foot to \$75 per lineal foot.

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

1. The Board of Trustees reaffirms the specific objectives and policy statements contained in the Original 1993 Sidewalk Plan and subsequent resolutions including, and not limited to, Resolution 13-06, Resolution 40-16 and Resolution 34-19, and hereby supplements and amends the said plan to contain *Connect Colerain*, a plan for sidewalk connectivity in Colerain Township.

2. That this Resolution is the first reading to adopt Connect Colerain, A plan for sidewalk and pedestrian connectivity in Colerain Township. The goal of Connect Colerain is to guide the establishment and maintenance of a comprehensive and continuous sidewalk system in Colerain Township that connects neighborhoods and destinations to one another. The vision the plan sets forth is a sidewalk system that provides both service and support to residents, visitors, workers, and businesses.

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

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 \_\_\_\_\_

APPROVED this 23rd day of June, 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:

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Lawrence E. Barbieri (0027106)  
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 23th day of June, 2020.

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Jeff Baker  
Colerain Township Fiscal Officer

## **Exhibit I**

### **Plan Components, Location and Format**

The components *Connect Colerain* include:

- Inventory and analysis of the existing system
- Analysis of sidewalk maintenance across the region
- Impact of system gaps
- Public input
- Prioritization of new sidewalk connections
- Recommendations for maintenance and sidewalk design
- Implementation and funding for recommendations

*Connect Colerain* is a digital plan. Digital plans are web based, meaning that they are housed by digital means, typically online. *Connect Colerain* will be located on the Colerain Township webpage (Colerain.org). The benefits of digital plans include the plan being accessible, innovative, interactive and visual. Connect Colerain features a number of interactive and informative features that would not be possible with a static elements that would not be possible without a digital plan format.

# PLANNING & ZONING

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Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

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## Resolution Declaring Nuisance and Ordering Abatement

Recommend approval of a Resolution declaring nuisance and ordering abatement.

### Rationale:

This resolution allows for the removal of uncontrolled vegetation and/or refuse at the following properties:

2845 Brampton  
3142 Deshler  
10876 Gosling  
3616 Hanley  
8137 Hollybrook  
2909 Jackfrost  
6691 Memory  
3483 Niagara  
2517 Ontario  
2526 Ontario  
2807 Sheldon  
2829 Wheatfield

All properties that are abated by the Township will have their property taxes assessed in order to reimburse the Township for the abatement services. This resolution and the Township's abatement process comport with the Ohio Revised Code for nuisance violations.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 9th day of June, 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 NUISANCE AND ORDERING ABATEMENT**

**WHEREAS** Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

| <u>Address</u>  | <u>Book-Page-Parcel No.</u> |
|-----------------|-----------------------------|
| 2845 Brampton   | 510-0041-0462-00            |
| 3142 Deshler    | 510-0052-0486-00            |
| 10876 Gosling   | 510-0260-0081-00            |
| 3616 Hanley     | 510-0082-0066-00            |
| 8137 Hollybrook | 510-0072-0135-00            |
| 2909 Jackfrost  | 510-0042-0263-00            |
| 3483 Niagara    | 510-0112-0019-00            |
| 2517 Ontario    | 510-0051-0191-00            |
| 2526 Ontario    | 510-0051-0195-00            |
| 2807 Sheldon    | 510-0071-0140-00            |
| 2829 Wheatfield | 510-0041-0341-00            |

**WHEREAS** Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control or removal of any vegetation, garbage, refuse or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

**WHEREAS** Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

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

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

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;
2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days

after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

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

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 9th day of June, 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)  
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 9th day of June, 2020.

\_\_\_\_\_  
Jeff Baker  
Colerain Township Fiscal Officer

# ADMINISTRATION

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Department: Administration

Department Head:

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Motion to Authorize Township Administrator to Execute Letter of Arrangement with the Ohio Auditor of State for the Purpose of Conducting Audit Services for the Years 2018 and 2019 for a Fee not to Exceed \$20,000.

Recommend adoption of a motion to authorize the Township Administrator to enter into the enclosed Letter of Arrangement with the Ohio Auditor of State in an amount not to exceed \$20,000.

Rationale:

The Auditor of State regularly audits the financial statements of the township. This audit will be for the years 2018 and 2019. The fee for this service is estimated to be \$18,036, although there may be some additional expenses. This falls within the \$20,000 budgeted for this purpose in the 2020 budget.



Corporate Centre of Blue Ash  
11117 Kenwood Road  
Blue Ash, Ohio 45242-1817  
(513) 361-8550 or (800) 368-7419  
[SouthwestRegion@ohioauditor.gov](mailto:SouthwestRegion@ohioauditor.gov)

April 8, 2020

Jeff Baker, Fiscal Officer  
Colerain Township

This letter of arrangement between Colerain Township (the Township) and the Auditor of State describes the objective and scope of the services we will provide, the Township's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the Township's audit requirements.

### **Summary of Services**

We will audit the Township's combined financial statements as of and for the years ended December 31, 2019 and 2018. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the combined financial statements and related notes present fairly, in all material respects, the Township's cash receipts, disbursements and balances in accordance with the Township's accounting basis.

We will audit to form an opinion on the financial statements.

We expect to deliver our report on or about August 31, 2020.

### **Engagement Team**

The engagement will be led by:

- \* Loren S. Crisp, CPA, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- \* Amos Niehaus, CFE, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- \* Nicole Davis, Audit Manager, who will be responsible for on-site administration of our services to you.

### **The Auditing Process**

#### *Our Responsibilities:*

The *Summary of Services* above describes our responsibilities for the Township's combined financial statements.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits in *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, noncompliance may have occurred. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or noncompliance that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

*Your Responsibilities and Identification of the Applicable Reporting Framework:*

We will audit assuming management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with the Township's accounting basis. This includes compliance with Ohio Admin. Code § 117-2-01 which requires designing, implementing and maintaining internal controls relevant to preparing and fairly presenting financial statements free from material misstatement whether due to fraud or error.
2. Providing us with:
  - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the audit; and
  - c. Unrestricted access to persons within the Township from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information in accordance with the applicable criteria.
  - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this

supplementary information.

- b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the Township of the supplementary information and the auditor's report thereon.
5. Reporting fraud and noncompliance of which you are aware to us.
6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
8. Designing and implementing programs and controls to prevent and detect fraud.

***You should not rely on our audit as your primary means of detecting fraud.***

## **Compliance with Laws and Regulations**

### *Our Responsibilities*

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the Township's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, our objective is not to opine on overall compliance with these provisions.

### *Your Responsibilities:*

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the Township.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits' reports from regulators or other studies related to the Township (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

## **Internal Control**

### *Our Responsibilities:*

As a part of our audit, we will obtain an understanding of your Township and its environment, including its

internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

In assessing risk, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the Township's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

**Your Responsibilities:**

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

**Your Responsibility for Service Organizations:**

Service organizations are other governmental entities, organizations or companies that provide services to you, as the user entity, relevant to your internal controls over financial reporting. Service organizations process transactions reflected in your Township's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your Township uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls* Report (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* for service organization reports dated prior to May 1, 2017 and AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial Reporting* for service organization reports dated on or after May 1, 2017 discuss the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SOC 1 report.)

***You are responsible for informing our staff of the service organizations your Township uses, and for monitoring these service organizations' performance.***

Service organizations of which we are aware are:

- Hamilton County, which assesses, collects, and distributes the Township's property taxes.
- Intermedix Inc., which processes your Township's EMS billings.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Of the service organizations above, those for which we believe the complexity of processing and volume

of transactions warrant a SOC 1 (or AUP) report are:

- Intermedix Inc., which processes your Township's EMS billings

Without an acceptable SOC 1 or AUP report for the above-listed organizations, generally accepted auditing standards may require us to qualify our opinion on your Township's financial statements due to an insufficiency of audit evidence regarding service organization transactions included in your Township's financial statements. You are responsible for communicating the need for a SOC 1 or AUP report to these service organizations.

Because the Auditor of State performs the annual audit for Hamilton County, you need not contact us regarding your deadline. However, you should read our most recent Hamilton County report as part of your monitoring activities.

### **Representations from Management**

#### *Your Responsibilities*

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with the Township's accounting basis;
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the Township's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all components, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to each combined fund type. (*Financial statements* include the related footnotes and required and other supplemental information).

## **Communication**

### *Our Responsibilities*

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Identified Misstatements (if any) at the conclusion of our audit.

## **Terms and Conditions Supporting Fee**

As a result of our planning process, the Township and the Auditor of State have agreed to an approach designed to meet the Township's objectives for an agreed-upon fee, subject to the following conditions.

### *Our Responsibilities:*

In providing our services, we will consult with the Township regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the Township will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Letter of Arrangement*.

### *Your Responsibilities:*

The Township will provide in a timely manner all financial records and related information to us, an initial list of which will be furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the Township is unable to provide these schedules, information and assistance, the Auditor of State and the Township will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Letter of Arrangement*.

### *Confidential Information:*

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with

an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

#### **Fee**

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$18,036.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds.

#### **Reporting**

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an 'other matter' or emphasis-of-matter paragraph, or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with Government Auditing Standards on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

#### **Access to Our Reports and Working Papers**

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication*, requires our reports to disclose the following:

*Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:*

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are

generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

**Peer Review Report**

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at [https://www.ohioauditor.gov/publications/Peer Opinion 2018.pdf](https://www.ohioauditor.gov/publications/Peer%20Opinion%202018.pdf). Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Amos Niehaus, CFE, Senior Audit Manager, at 513-361-8550.

Sincerely,

KEITH FABER  
Auditor of State



Loren S. Crisp, CPA  
Chief Auditor, Southwest Region

Attachment

cc: Board of Trustees

\_\_\_\_\_  
ACCEPTED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

**SAMPLE  
AMENDMENT #\_\_\_\_ TO LETTER OF ARRANGEMENT**

[Date]

[ENGAGEMENT LETTER ADDRESSEE]

Dear \_\_\_\_\_:

The letter of arrangement dated \_\_\_\_\_ between the Auditor of State and the Township is hereby amended to reflect the following:

| <u>Description of / Causes for Amendment</u> | <u>Estimated<br/>Fee Effect</u> |
|----------------------------------------------|---------------------------------|
| 1                                            |                                 |
| 2                                            |                                 |
| 3                                            |                                 |
| 4                                            |                                 |
| Total this amendment                         | \$0.00                          |
| Previous fee estimate                        |                                 |
| Revised fee estimate                         | <u><u>\$0.00</u></u>            |

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

KEITH FABER  
Auditor of State

[NAME OF CHIEF AUDITOR]  
Chief Auditor, [NAME] Region

cc: [Engagement Letter cc's]

\_\_\_\_\_  
ACCEPTED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

# ADMINISTRATION

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Department: Administration

Department Head: Geoff Milz, Administrator

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## Motion to Set Public Hearing on June 23, 2020 - 2021 Tax Budget

Recommend adoption of a motion to set a Public Hearing on June 23, 2020 at 7PM for the 2021 Tax Budget.

### Rationale:

In accordance with State Law, the Township Trustees must hold a public hearing prior to the final adoption of the 2021 Tax Budget. The 2021 Tax Budget is due to the County Auditor by July 20th, 2020.

# NOTICE OF PUBLIC HEARING

## ON THE Colerain Township 2021 Tax BUDGET

Rev. Code Sec. 5705.30

Notice is hereby given that on the 23 day of June  
2020, at 7 o'clock P.M., a public hearing will be held on  
the Budget prepared by the Township of Colerain  
of Hamilton County, Ohio, for the next succeeding fiscal year ending December  
31st 2021.

Such hearing will be held at the office of the Colerain Township  
4200 Springdale Road  
Colerain Township, OH 45251

---

Township Trustees of Colerain Township.

### **The State of Ohio, Hamilton County, ss.**

The undersigned being duly sworn says that the notice, a copy of which is  
Hereto attached, was given by publication not less than ten days previous to the  
       day of                     ,                     , the day of hearing mentioned, in the  
                                     a newspaper having general circulation in the  
                                    .

---

Sworn to before me and signed in my presence, this            day of  
                                    ,                     .

---

Printer's Fees, \$

# ADMINISTRATION

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Department: Administration

Department Head: Geoff Milz, Administrator

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Motion to Set Public Hearing on the Establishment of a TIF District on Parcel 0510-0062-0230 for July 14, 2020

Recommend adoption of a motion to set a public hearing on the establishment a TIF District on Parcel 0510-0062-0230 at the regular Board of Trustee's Meeting on July 14, 2020 at 7pm.

Rationale:

A public hearing is required before the Board considers a resolution to establish the district.

# ADMINISTRATION

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Department: Administration

Department Head: Geoff Milz, Administrator

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Motion to Authorize Township Administrator to Execute an Agreement with Anthem for Health Insurance for 2020-2021 Plan Year

Recommend adoption of a motion to Authorize the Township Administrator to Execute any and all related documents related to an Agreement with Anthem for Health Insurance for the 2020-2021 Plan Year.

Rationale:

Colerain Township was able to negotiate a reduced rate for health care for the 2020-2021 plan year. The renewal represents a 9.75% reduction in medical health care costs for the Township. This renewal will not result in any plan design changes, as various Township collective bargaining agreements dictate HSA levels and plan design.

This renewal also includes a renewal for our existing dental plan (29.9% increase), vision plan (flat renewal), and life/AD&D (flat renewal). The 9.75% reduction will vastly outweigh the increase in dental plan.

As a reminder, open enrollment is required to last 30 days by federal law and must be completed by 8/1/2020. In order to provide staff time to properly set up open enrollment, it is requested that action be taken today. Anthem is currently drafting the final agreement at the above referenced rates. Once signed, it will be included at a future meeting as a consent agenda item.

# ADMINISTRATION

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Department: Administration

Department Head: Geoff Milz, Administrator

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## Motion to Dissolve the Comprehensive Land Use Committee

Recommend adoption of a motion to dissolve the Comprehensive Land Use Committee

### Rationale:

The purpose of the Comprehensive Plan Land Use Committee is to advise the Planning Staff regarding land use policies for Colerain Township during the Land Use Element of the Comprehensive Plan update. The Committee met with staff on a number of occasions and have advised staff. Having fulfilled their purpose, there is no need for the committee to continue.

# CONSENT ITEMS

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Department: Fire

Department Head: Frank Cook, Fire Chief

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Promotion - Lieutenant - Department of Fire & EMS

Recommend approval of all consent items.

Rationale:

The recommendation to promote incumbent Firefighter Paramedic Reifenberger to lieutenant is to fill the vacancy that will be created by the pending retirement of Captain Steve Fortunski effective June 26, 2020.

The annual salary for Firefighter Paramedic Reifenberger's promotion according to the Local 3915 Career Firefighter's CBA is \$83,067.00 effective Sunday, June 28, 2020 with a one-year probationary period. Firefighter Paramedic Reifenberger was the second highest scoring candidate following a competitive promotional process conducted during July 2019.

# CONSENT ITEMS

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Department: Fire

Department Head: Frank Cook, Fire Chief

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## New Hire - Full-Time Firefighter Paramedic - Department of Fire & EMS

Recommend approval of all consent items.

### Rationale:

The request to promote and hire Firefighter EMT Reiman is to fill the “full-time” vacancy that will be created by the retirement of Firefighter Paramedic Matthew Drennan effective June 9, 2020.

In accordance with the Local 3915 Collective Bargaining Agreement (CBA), the annual salary for Firefighter EMT Reiman is: \$47,733.00 during the first full year of employment, and will be contingent upon successful completion of all applicable pre-employment evaluations and procedures. His start date will be effective as soon as possible after Sunday, June 14, 2020, following compliance of the aforementioned conditions with a one-year probationary period.



## NEW HIRE AUTHORIZATION

### TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval  
☐ Reconfiguration of position - Date of Trustee Approval  
☒ Replacement existing vacancy

Job Code: 129- Firefighter EMT Position Number: 2215- Firefighter EMT

Status: ☒ Full Time    ☒ Permanent    ☐ FLSA Exempt    ☒ CBA Position  
☐ Part Time    ☐ Temporary/Seasonal    ☒ FLSA Non-Exempt    ☐ Non-CBA Position

### TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Blake Reiman

Hourly rate: \$17.32 Employee Supervisor: To be determined.

Min/Max hours/week: 53 hrs.

Proposed start date: June 14, 2020 Eligibility Date: June 14, 2020

Tentative schedule of hours: on 24 hrs. /off 48 hrs.

Does this position supervise staff? ☐ Yes    ☒ No

Comments:

Department Head Name: Frank Cook

Signature: **F.W. Cook**

Date: 5/26/2020

### TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: June 14, 2020 (tentative)

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES**

*The Position was posted on the following locations:*

- ☐ Township Website
- ☒ Internal Bulletin Board
- ☐ Social media
  - ☐ Facebook
  - ☐ LinkedIn
  - ☐ Twitter
  - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

*Hiring Process Timeline:*

Date of initial posting: Rolling Process

Date posting closed: Rolling Process

Interview Committee: Cook, Walls, Mueller, and Packer

Interview dates: May 28, 2019

Number of applications: 15

Number of candidates interviewed: 15

# CONSENT ITEMS

---

Department: Fire

Department Head: Frank Cook, Fire Chief

---

New Hire - Full Time Firefighter Paramedic - Department of Fire & EMS

Recommend approval of all consent items.

Rationale:

The request to promote and hire Firefighter Paramedic **Walter** is to fill the “full-time” vacancy that will be created by the pending retirement of Captain Steve Fortunski effective June 26, 2020.

In accordance with the Local 3915 Career Firefighter’s CBA, the annual salary for Firefighter Paramedic Walter is recommended at the Firefighter 2 level of \$54,762.00 during the first full year of employment, and will be contingent upon successful completion of all applicable pre-employment evaluations and procedures. This entry level salary is recommended and support by his previous full-time years of experience in a municipal fire department as a firefighter paramedic. His start date will be effective as soon as possible after Sunday, June 28, 2020, following compliance of the aforementioned conditions with a one-year probationary period.



## NEW HIRE AUTHORIZATION

### TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval  
☐ Reconfiguration of position - Date of Trustee Approval  
☒ Replacement existing vacancy

Job Code: 130- Firefighter Paramedic/EMT Position Number: 2215- Firefight Paramedic/EMT

Status: ☒ Full Time    ☒ Permanent    ☐ FLSA Exempt    ☒ CBA Position  
☐ Part Time    ☐ Temporary/Seasonal    ☒ FLSA Non-Exempt    ☐ Non-CBA Position

### TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Austin Walter

Hourly rate: \$19.87 Employee Supervisor: To be determined.

Min/Max hours/week: 53 hrs.

Proposed start date: June 28, 2020 Eligibility Date: June 28, 2020

Tentative schedule of hours: on 24 hrs. /off 48 hrs.

Does this position supervise staff? ☐ Yes    ☒ No

Comments: Moving from part time to full time

Department Head Name: Frank Cook

Signature: **F.W. Cook**

Date: 5/26/2020

### TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: June 28, 2020 (tentative)

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES**

*The Position was posted on the following locations:*

- ☐ Township Website
- ☒ Internal Bulletin Board
- ☐ Social media
  - ☐ Facebook
  - ☐ LinkedIn
  - ☐ Twitter
  - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

*Hiring Process Timeline:*

Date of initial posting: Rolling Process

Date posting closed: Rolling Process

Interview Committee: Cook, Walls, Mueller, and Packer

Interview dates: May 28, 2019

Number of applications: 15

Number of candidates interviewed: 15

# CONSENT ITEMS

---

Department: Fire

Department Head: Frank Cook, Fire Chief

---

New Hire - Seasonal Hydrant Maintenance Worker - Department of Fire & EMS

Recommend approval of all consent items.

Rationale:

The position of Seasonal Fire Hydrant Maintenance Worker was posted, applications were received and an interviews conducted. A conditional offer of employment has been extended to the following individuals:

**Brandan Barnes and Jaden Chappell.**

The wage for this job is \$11.00 per hour for no more than 30 hours per week through the season. Contingent upon Board approval, Mr. Barnes and Mr. Chappell will begin work on June 14, 2020.



## NEW HIRE AUTHORIZATION

### TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval  
☐ Reconfiguration of position - Date of Trustee Approval  
☒ Replacement existing vacancy

Job Code: 116- Fire Hydrant Maintenance Wkr Position Number: 2027- Fire Hydrant Maintenance Wkr

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position  
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

### TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Brandan Barnes

Hourly rate: \$11.00 Employee Supervisor: David Strittholt

Min/Max hours/week: 30 max.

Proposed start date: June 21, 2020 Eligibility Date:

Tentative schedule of hours:

Does this position supervise staff? ☐ Yes ☒ No

Comments: Fire hydrant maintenance worker

Department Head Name: Frank Cook

Signature: **F.W. Cook**

Date: 5/26/2020

### TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: TBD

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES**

*The Position was posted on the following locations:*

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

*Hiring Process Timeline:*

Date of initial posting: 5/5/2020

Date posting closed: OPEN

Interview Committee: Strittholt, Packer

Interview dates: 5/2020

Number of applications: 6

Number of candidates interviewed: 3



## NEW HIRE AUTHORIZATION

### TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval  
☐ Reconfiguration of position - Date of Trustee Approval  
☒ Replacement existing vacancy

Job Code: 116- Fire Hydrant Maintenance Wkr Position Number: 2026- Fire Hydrant Maintenance Wkr

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position  
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

### TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Jaden Chappell

Hourly rate: \$11.00 Employee Supervisor: David Strittholt

Min/Max hours/week: 30 max.

Proposed start date: June 21, 2020 Eligibility Date:

Tentative schedule of hours:

Does this position supervise staff? ☐ Yes ☒ No

Comments: Fire hydrant maintenance worker

Department Head Name: Frank Cook

Signature: **F.W. Cook**

Date: 5/26/2020

### TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: **TBD**

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES**

*The Position was posted on the following locations:*

- ☐ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
  - ☐ Facebook
  - ☐ LinkedIn
  - ☐ Twitter
  - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

*Hiring Process Timeline:*

Date of initial posting: 5/5/2020

Date posting closed: open

Interview Committee: Strittholt, Packer

Interview dates: 5/2020

Number of applications: 6

Number of candidates interviewed: 3

# CONSENT ITEMS

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Department: Public Services

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

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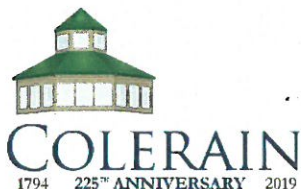
New Hire - Seasonal Maintenance Worker - Public Services

Recommend approval of all consent agenda items.

Rationale:

The position of Seasonal Maintenance Worker was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Edem Nevis.

The wage for this job is \$11.00 per hour for 40 hours per week through the season. Contingent upon Board approval, he would be eligible to begin work on June 11, 2020.



## NEW HIRE AUTHORIZATION

### TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval Click or tap here to enter text.  
☐ Reconfiguration of position - Date of Trustee Approval Click or tap here to enter text.  
☒ Replacement existing vacancy

Job Code: 163- Seasonal Maintenance Worker Position Number: 5106- Seasonal Maintenance Worker

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position  
☒ Part Time ☒ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

### TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Edem Nevis

Hourly rate: \$11.00/hour Employee Supervisor: Roger Krebs

Min/Max hours/week: 40

Proposed start date: June 11, 2020 Eligibility Date: June 11, 2020

Tentative schedule of hours: M-F 7a-3:30p Sa/Su as needed

Does this position supervise staff? ☐ Yes ☒ No

Comments:

Department Head Name: Jackie O'Connell

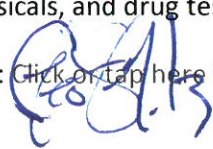
Signature: Jacqueline O'Connell

Date: 5/29/2020

### TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 6/11/20

Administrator Signature:  Click or tap here to enter text.

Date: Click or tap here to enter text.

5.29.20

**JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES**

*The Position was posted on the following locations:*

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

*Hiring Process Timeline:*

Date of initial posting: 2/12/2020

Date posting closed: Open

Interview Committee: Roger Krebs & Geoff Payne

Interview dates: 5/22/2020

Number of applications: 12

Number of candidates interviewed: 6

# CONSENT ITEMS

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Department: Public Services

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

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New Hire - Seasonal Camp Counselor - Public Services

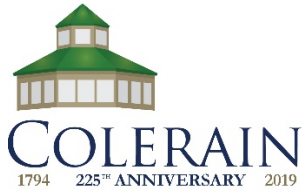
Recommend approval of all consent agenda items.

Rationale:

Seasonally, the Parks & Recreation Department hires 7 camp staff to assist with the free summer camp program. This year, although the summer camp has been canceled, there will still be recreation programs that require support and supervision. This includes virtual online summer programming, small pop-up events, neighborhood challenges, township behind-the-scenes, and more. Additionally, seasonal staff will assist with movies and concerts if they are able to resume.

The position of Seasonal Camp Counselor was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Breann Robins.

The wage for this job is \$10.00 per hour for 15-20 hours per week through the season. Contingent upon Board approval, she would be eligible to begin work on June 11, 2020.



## NEW HIRE AUTHORIZATION

### TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval [Click or tap here to enter text.](#)  
☐ Reconfiguration of position - Date of Trustee Approval [Click or tap here to enter text.](#)  
☒ Replacement existing vacancy

Job Code: Seasonal Camp Counselor Position Number: Seasonal Camp Counselor

Status: ☐ Full Time ☐ Permanent ☐ FLSA Exempt ☐ CBA Position  
☐ Part Time ☒ Temporary/Seasonal ☐ FLSA Non-Exempt ☒ Non-CBA Position

### TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Breann Robbins

Hourly rate: \$10/hour Employee Supervisor: Tawanna Molter

Min/Max hours/week: 15-30 hours/week

Proposed start date: June 10, 2020 Eligibility Date: June 10, 2020

Tentative schedule of hours: M-F 7a-3:30p Sa/Su as needed

Does this position supervise staff? ☐ Yes ☒ No

Comments: New employee to assist in summer programming. Schedule will vary with programs.

Department Head Name: Jackie O'Connell

Signature Jacqueline A O'Connell

Date: 5/26/2020

### TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: [Click or tap here to enter text.](#)

Administrator Signature: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

**JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES**

*The Position was posted on the following locations:*

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

*Hiring Process Timeline:*

Date of initial posting: Click or tap here to enter text.

Date posting closed:

Interview Committee: Tawanna Molter

Interview dates: 5/22/2020

Number of applications: Click or tap here to enter text.

Number of candidates interviewed: 2

# CONSENT ITEMS

---

Department: Police

Department Head: Mark Denney, Police Chief

---

## Donation Acceptance - Police - \$100

Recommend approval of all consent items.

### Rationale:

Colerain Township Police is grateful for a \$100.00 donation from resident Bill Ostmann in appreciation for officers conducting vacation checks.

# CONSENT ITEMS

---

Department: Police

Department Head: Mark Denney, Police Chief

---

Donation Acceptance - Police - \$24.25  
Recommend approval of all consent items.

Rationale:  
Colerain Township Police Department is grateful for a \$24.25 donation from an anonymous resident.

# CONSENT ITEMS

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Department: Police

Department Head: Mark Denney, Police Chief

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Donation Acceptance - Police - \$200.00  
Recommend approval of all consent items.

Rationale:  
Colerain Township Police Department is grateful for a \$200.00 LaRosa's gift card donation from Clippard Industries to be used to purchase lunches for Police Officers.

# CONSENT ITEMS

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Department: Fire

Department Head: Frank Cook, Fire Chief

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Donation Acceptance - Fire & EMS - \$1,000.00

Recommend approval of all consent items.

Rationale:

Colerain Township Department of Fire & EMS is grateful for a \$1,000.00 donation from the Northwest Woman’s Club, 9850 Kittywood Drive, Cincinnati, OH 45252 for the use of educating and training of Colerain Fire & EMS personnel in emergency medical services..

# NORTHWEST WOMAN'S CLUB

9850 KITTYWOOD

CINCINNATI, OH 45252

The enclosed check is for the education of a firefighter to be employed by the Colerain Township Fire Department or an existing firefighter that wants to get additional certification as an EMT or as a paramedic.

Yours truly.

The members of Northwest Woman's Club

Arieen A. Streckfuss, Treasurer

Northwest Woman's Club

2545  
13-55/420

DATE 05-07-20

PAY TO THE ORDER OF Colerain Firefighter's Training Fund \$ 1000.00  
One thousand and 00/100 DOLLARS

Security features included.  
Details on back

North Side Bank  
AND TRUST COMPANY  
www.northsidebankandtrust.com

MEMO

Scholarship

Arieen A. Streckfuss

# CONSENT ITEMS

---

Department: Administration

Department Head: Geoff Milz, Administrator

---

Contract with Hannah McKaig (Co-Op Student) for Communications Services

Recommend approval of all consent items.

Rationale:

**PERSONAL SERVICES AGREEMENT  
COLERAIN TOWNSHIP CONSULTANT**

This agreement is made and entered into this \_\_\_\_ day of June, 2020, by and between **Colerain Township, Hamilton County, Ohio**, 4200 Springdale Road Colerain Township, OH 45251, and Hannah McKaig, hereinafter referred to as ("Contractor").

**TERM**

1.01 This agreement shall be effective upon execution by both parties. The term of this agreement will be from June 10, 2020 through September 30, 2020.

**SERVICES**

2.01 The Contractor shall serve as a co-op student consultant to Colerain Township to provide communications services.

**COMPENSATION**

3.01. The Contractor shall receive compensation of \$15.00 per hour as approved by the administrator.

3.02 Contractor shall furnish the Township with a W-9, completed with relevant and correct taxpayer identification information to facilitate payment.

3.03 Contractor hereby acknowledges that she is considered to be an independent contractor and shall receive no benefits generally afforded to Colerain Township employees. In addition, Contractor is solely liable for the payment of all Federal, State and Local income taxes or other taxes arising out of this Contract.

3.04 Contractor acknowledges and agrees to abide by all Federal, State, and/or local criminal or civil laws, statutes, or requirements throughout the duration of this agreement, and failure to do so may result in immediate termination of the agreement, and the pursuit of any other remedy available, whether in law or in equity, by the Township.

3.05 Contractor agrees to indemnify and hold the Township harmless as a result of any claims arising from or related to her performance of any duties related to this agreement.

**TERMINATION**

4.01 This agreement may be terminated by either party, with or without cause, at any time, without prior notice. In the event of termination, the terminating party shall notify the other, in writing, of intent to cancel said agreement, with said cancellation effective immediately upon issuance of the same.

IN WITNESS WHEREOF, the parties agree to the terms and conditions set forth herein upon the date as indicated.

**COLERAIN TOWNSHIP  
HAMILTON COUNTY, OHIO**

**By: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**(Contractor)**

**By: \_\_\_\_\_**

**Date: \_\_\_\_\_**