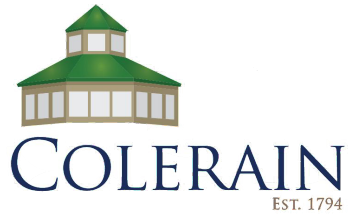


Regular Meeting of the Board of Trustees - August 11

August 11, 2020

- 1. Opening of Meeting**
- 2. Pledge of Allegiance 7:00 PM**
- 3. Meditation (Moment of Silence)**
- 4. Fiscal Office – Approval of Minutes from July 28, 2020**
- 5. Presentations**
 - a. Presentation by Hon. Steve Chabot
 - b. Presentation by Tommy Arnold of ODOT
 - c. Proclamation Recognizing New Foundation Savings Bank for 130 years of service
- 6. Citizens Address**
- 7. Administrative Reports**
- 8. Trustees' Report**
- 9. New Business**
 - Public Safety**
 - a. Motion to Accept Grant From Ohio Attorney General for Quick Response Team and Permit Township Administrator to Sign Agreement
 - b. Resolution Authorizing the Disposal of Surplus Fleet Maintenance Equipment
 - c. Motion Authorizing the Installation of a Physical Access Control System
 - Public Services**
 - Planning & Zoning**
 - a. Resolution Declaring Nuisance and Ordering Abatement
 - Administration**
 - a. Motion to Appoint Assistant Chief Allen Walls to the Position of Fire Chief and Director of the Department of Fire and Emergency Medical Services.
 - b. Motion Authorizing Vacation Time Adjustment for Non-Contract Employees
 - c. Resolution Amending Organizational Chart and Job Roster
 - d. Resolution Amending Property Maintenance Resolution
- 10. Old Business**



11. **Consent Items**
 - a. Promotion - Police - Support Services Sergeant
12. **Fiscal Office Report**
13. **Executive Session** – if needed
14. **Adjournment**

PRESENTATIONS

Department: Administration

Department Head:

Presentation by Hon. Steve Chabot

Rationale:

PRESENTATIONS

Department: Administration

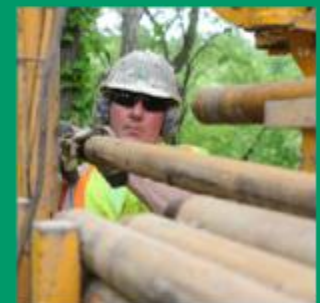
Department Head: Geoff Milz, Administrator

Presentation by Tommy Arnold of ODOT

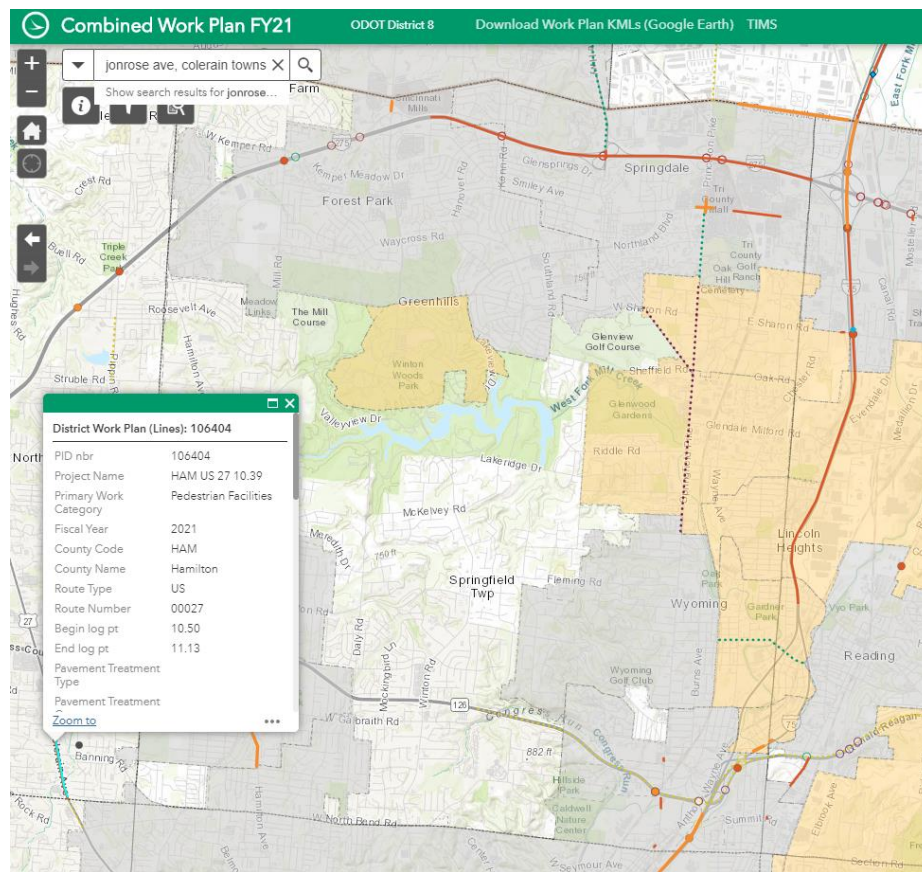
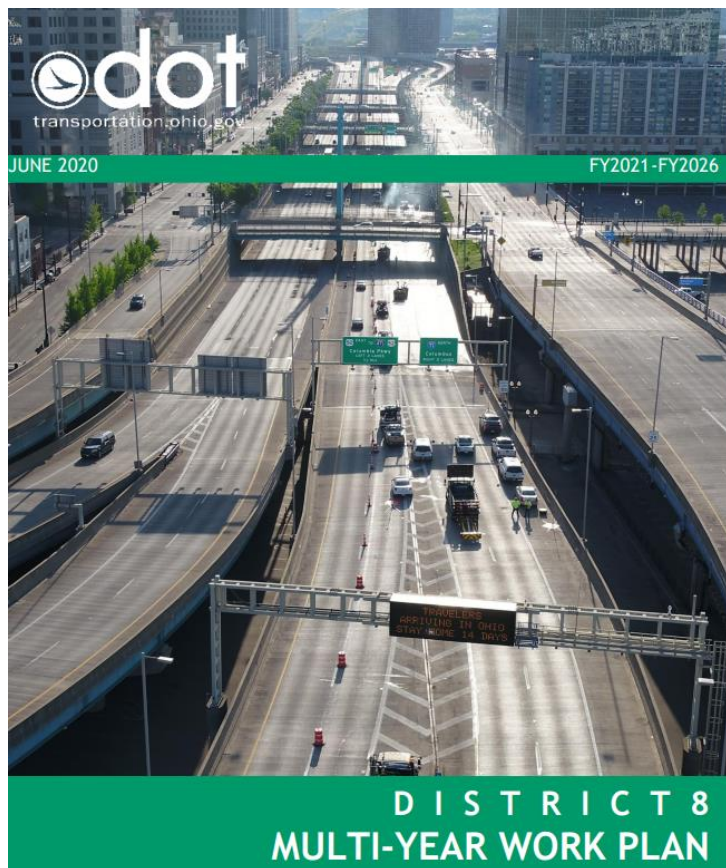
Rationale:

Mr. Arnold will give a presentation on ODOT projects in the Colerain Ave. Corridor.

ODOT UPDATES • COLERAIN TOWNSHIP, AUGUST 11, 2020



QUICK PLUG FOR NEW ODOT D8 WEBSITE



<http://www.dot.state.oh.us/districts/D08/Pages/District-8-Multi-Year-Work-Plan.aspx>

SUMMARY FOR TONIGHT

- Safety project update
- Next steps for Colerain Avenue

SAFETY PROJECT UPDATE





611



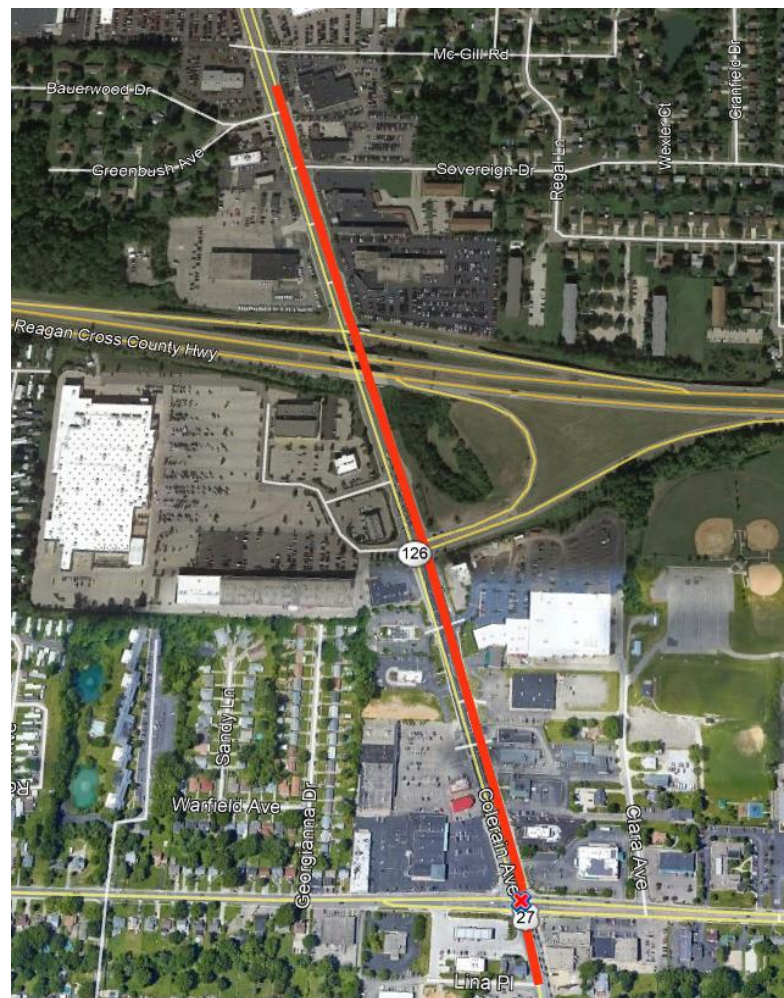
GOVERNOR'S TOP 150 INTERSECTIONS

- US-27 & Struble - complete
 - Converted left turns to protected-only
- US-27 & Round Top
 - Upgrading signal to add backplates in summer of 2022 (PID 110452)
- US-27 & Redskin
 - Completed study of providing northbound 3rd lane on US-27 from Springdale to I-275 but not recommended to proceed at this time.



CURRENT SAFETY STUDY LOCATIONS

- US-27 at I-275
 - Looking to make NB US-27 PROT-ONLY at WB I-275 or implementing Flashing Yellow Arrow
- US-27 from Galbraith to Bauer Woods
 - US-27 & Galbraith is ranked #15 among suburban intersections based on the most current ranking



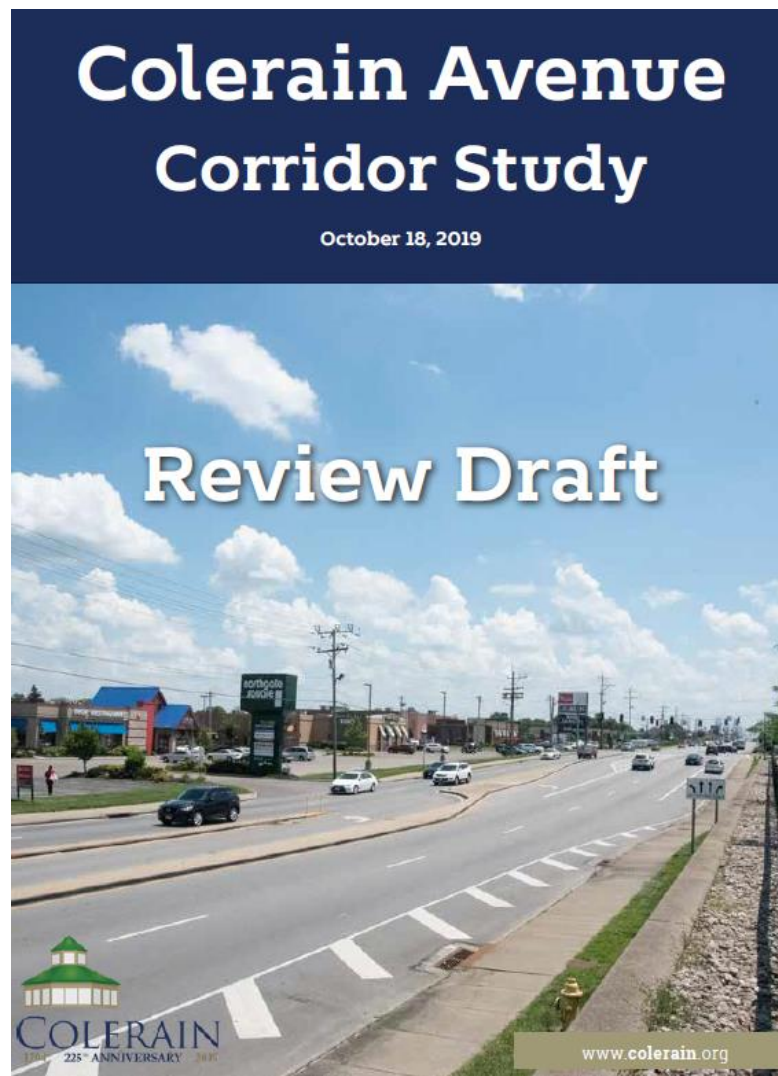


NEXT STEPS FOR COLERAIN AVE





COLERAIN AVE CORRIDOR STUDY



RCUT SAFETY BENEFITS



Reduced Left-Turn Conflict Intersections



Example of MUT intersection.

Source: FHWA

SAFETY BENEFITS:

RCUT
54%

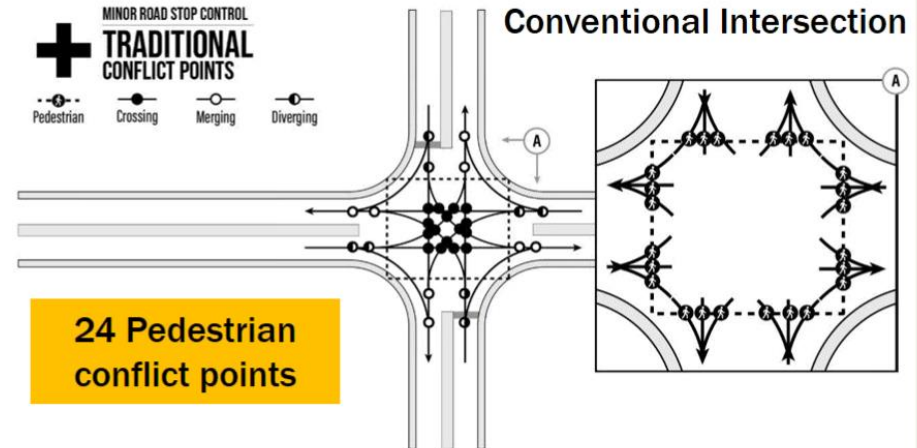
Reduction in injury and fatal crashes¹

MUT
30%

Reduction in intersection-related injury crash rate²

MINOR ROAD STOP CONTROL
TRADITIONAL
CONFLICT POINTS

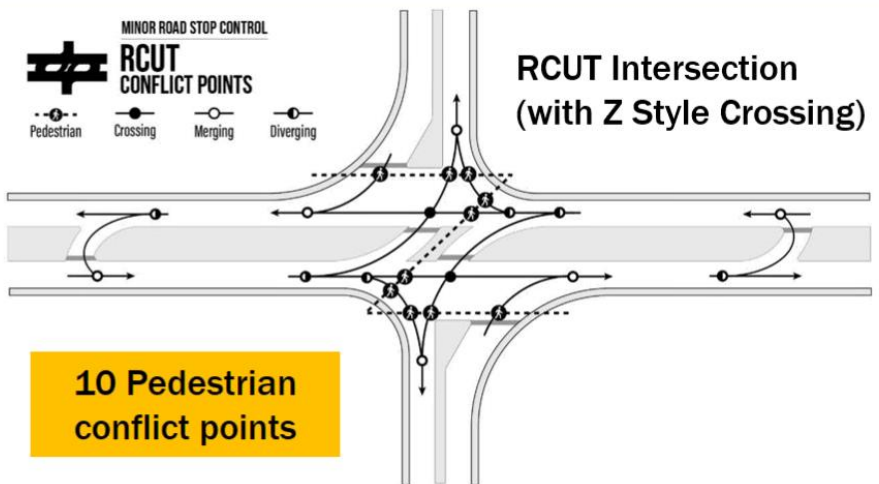
Pedestrian Crossing Merging Diverging



24 Pedestrian
conflict points

MINOR ROAD STOP CONTROL
RCUT
CONFLICT POINTS

Pedestrian Crossing Merging Diverging



10 Pedestrian
conflict points

RCUT SAFETY BENEFITS

Watch the Video Case Study

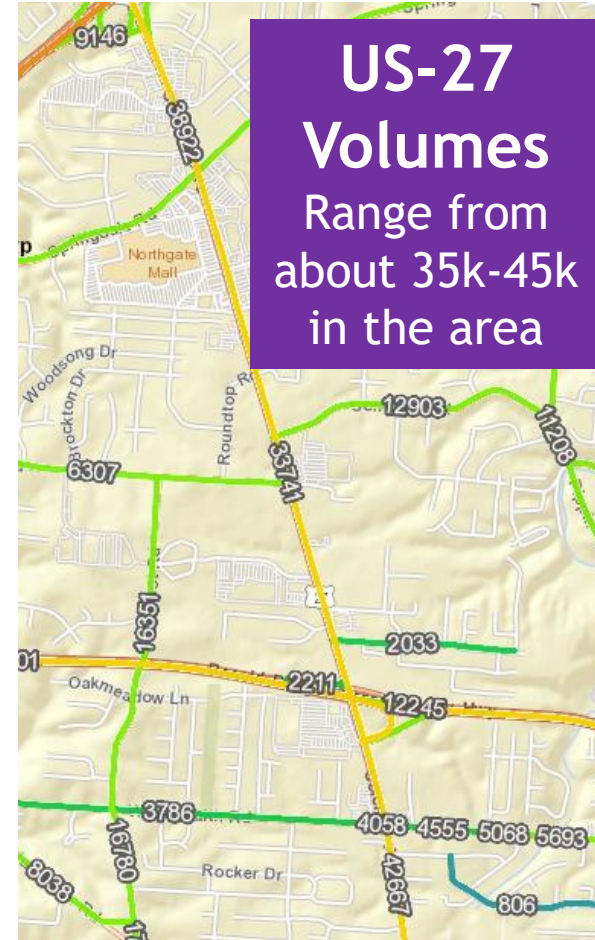
<https://www.youtube.com/watch?v=LB5nTDSVEzs>

RCUT CORRIDORS

US 17 in
Brunswick
County, NC

Several new developments
Few signals to multiple signals
ADT increased from 28,000 to 42,000
No widening – No noticeable congestion

**US-27
Volumes**
Range from
about 35k-45k
in the area



NEXT STEPS

- Traffic analysis and township support are critical
- Township can ask for engineering assistance from ODOT
- Questions to consider:
 - Is there a section of US-27 where the township would like to focus efforts as a pilot?
 - Would the township like to focus on studying the whole corridor or a part?
- ODOT Safety Opportunities are coming up in Sept. of 2020 and April of 2021

WANT TO LEARN MORE?

Visit our Website at:

www.transportation.ohio.gov

Feel free to contact
me:

E. Thomas Arnold, Jr., P.E.

District Planning Engineer

ODOT District 8

513.933.6588

tom.arnold@dot.ohio.gov



Last updated 7/29/2020

PRESENTATIONS

Department: Administration

Department Head: Geoff Milz, Administrator

Proclamation Recognizing New Foundation Savings Bank for 130 years of service

Recommend adoption of a proclamation recognizing the 130th Anniversary of New Foundation Savings Bank.

Rationale:

2020 marks the 130th anniversary of New Foundation Savings Bank. We are happy to offer our congratulations and wishes of continued success in Colerain Township.

=

**PROCLAMATION RECOGNIZING
NEW FOUNDATION SAVINGS BANK
FOR 130 YEARS OF OPERATION**

Hamilton

.....County, Ohio

Colerain

Be It Proclaimed *by the Township Trustees ofTownship, that*

WHEREAS, New Foundation Savings Bank, the third smallest bank in Ohio, was established in 1890, predating many modern banking devices and the FDIC; and

WHEREAS, New Foundation Savings Bank has been a stalwart member of the Colerain Township business community and is located on Clara Avenue off of Galbraith Road in the Groesbeck neighborhood; and

WHEREAS, New Foundation Savings Bank is a major sponsor to a variety of community activities and groups throughout Colerain Township; and

WHEREAS, 2020 marks the 130th anniversary of operation by New Foundation Savings Bank; and

WHEREAS, we thank New Foundation Savings Bank for their passion and commitment to serving the community and congratulate them on their 130th anniversary.

Be it Proclaimed that the Colerain Township Board of Trustees does hereby recognize August 20, 2020 as New Foundation Savings Bank Day in Colerain Township.

11th

August

2020

Adopted theday of

Attest

Fiscal Officer

.....

.....

Township Trustees

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Accept Grant From Ohio Attorney General for Quick Response Team and Permit Township Administrator to Sign Agreement

Recommend adoption of a motion to accept a grant from the Ohio Attorney General in the amount of \$47,400 for the Quick Response Team operations through June 30, 2021 and permit Administrator Geoff Milz to sign the agreement awarding the funds.

Rationale:

This is the Police/Fire grant for the Quick Response Team.

**OHIO ATTORNEY GENERAL'S OFFICE
RECIPIENT ORGANIZATION AGREEMENT**

Recipient Organization: Colerain Township Department of Public Safety

Maximum Amount: \$47,400.00

Award Period: Commencement Date – July 1, 2020 End Date – June 30, 2021

The parties hereto agree as follows:

I. Funding Purpose and Recapture of Funds. In accordance with the terms hereof, the Recipient Organization (the “Recipient”) agrees to expend certain funds for the Law Enforcement Diversion Program to address the opioid epidemic in Ohio by providing necessary assistance and/or referrals to treatment options, recovery support, counseling and mental health treatment services, in accordance with the approved application attached hereto as Exhibit A and incorporated as if fully rewritten herein. The Recipient agrees that it will be liable to repay any funds spent in a manner inconsistent with this Agreement or the stated purpose as determined by the Ohio Attorney General (“Attorney General”). This Agreement may only be modified with the prior approval of the Attorney General. All modifications to this Agreement will be in writing and signed by both parties to this Agreement. Any change from the application in Exhibit A without a modification to this Agreement will be grounds for recapture of the funds by the Attorney General.

II. Limitations on Use of Funds. Funds received under this Agreement will not be used for any political campaign or governmental lobbying in a partisan manner. Expenses to be reimbursed under this Agreement must be performed during the Award Period stated above.

III. Disbursement of Funds. Funds will be disbursed monthly on a reimbursement basis upon the Attorney General’s receipt of: (1) a Request for Payment Report, the form of which will be provided by the Attorney General and is attached to this Agreement as Exhibit B for reference, from Recipient documenting the services provided for the previous month; and (2) a Monthly Reporting Questionnaire, the form of which will be provided by the Attorney General and is attached to this Agreement as Exhibit C for reference. Request for Payment Reports and Monthly Reporting Questionnaires are due by the fifteenth of each month for the previous month’s expenses. After receipt and approval by the Attorney General of a completed Request for Payment Report, payment will be made pursuant to Ohio Adm.Code 126-3-01. Unless otherwise directed by the Attorney General, completed Request for Payment Reports and Monthly Reporting Questionnaires should be directed via email to: Invoices@OhioAttorneyGeneral.gov. Disbursements are contingent upon the timely submission and approval of all required program and financial reports and compliance with the requirements set forth in Section IX below. Unexpended funds must be returned to the Attorney General.

IV. Ethics/Conflict of Interest. The Recipient, by signature on this document, certifies that it has reviewed and understands the Ohio ethics and conflict of interest laws, and will take no action inconsistent with those laws.

V. Non-Discrimination. Pursuant to Ohio Revised Code (“R.C.”) 125.111 and the Attorney General’s policy, Recipient agrees that Recipient and any person acting on behalf of Recipient shall not discriminate, by reason of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under this Agreement. Recipient further agrees that Recipient and any person acting on behalf of Recipient shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry.

VI. Compliance with Law. The Recipient, in expending the funds, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances.

VII. Authority to Bind Parties. The person signing this document on behalf of Recipient is legally authorized to contractually obligate the Recipient.

VIII. Certification of Funds. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that the Attorney General gives Recipient written notice that such funds have been made available to the Attorney General by the Attorney General's funding source.

IX. Reporting Requirement. Recipient shall submit a report by January 1, 2021 and a final report by July 31, 2021 to the Attorney General describing the use of the funds during the Award Period and the outcome received from the expenditure of the funds. These reports shall include the information on attachment Exhibit D, 2021 DART Semiannual-Annual Report Form. These reports shall be sent to the following address: GrantsManagement@OhioAttorneyGeneral.gov. Additionally, pursuant to Section 221.30 of Amended Substitute House Bill No. 166 of the 133rd General Assembly, Recipient shall, within six months of the end date of the Award Period, submit a written report describing the outcomes that resulted from the award to the Governor, the President of the Senate, the Speaker of the House of Representatives, the Minority Leader of the Senate, and the Minority Leader of the House of Representatives.

X. Relationship of Parties. It is fully understood and agreed that Recipient is an independent contractor and neither Recipient nor its personnel shall at any time, or for any purpose, be considered agents, servants, or employees of the Attorney General for the purpose of Ohio Public Employees Retirement Systems benefits.

XI. Time of Performance. Notwithstanding the foregoing, as the current General Assembly cannot commit a future General Assembly to expenditure, this Agreement shall expire no later than June 30, 2021. The Attorney General may renew this Agreement for an additional one-year term on the same terms and conditions by giving written notice prior to expiration. Such renewal shall begin July 1, 2021 and shall expire no later than June 30, 2022, unless sooner terminated as set forth herein.

[Remainder of This Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have caused this Recipient Organization Agreement to be executed by their duly authorized officers.

OHIO ATTORNEY GENERAL

30 East Broad Street, 17th Floor
Columbus, Ohio 43215-3400

By: _____

Benjamin Marrison

Chief of Staff

Date: _____

**COLERAIN TOWNSHIP DEPARTMENT
OF PUBLIC SAFETY**

4200 Springdale Road
Cincinnati, Ohio 45251

By: _____

Name: _____

Title: _____

Date: _____

Approval as to Form

By: Carol V. Mosholder

Carol V. Mosholder
Principal Assistant Attorney General
Finance Section, Business Counsel Unit

Date: 7/27/2020

EXHIBIT A
Approved Application



OHIO ATTORNEY GENERAL

LAW ENFORCEMENT DIVERSION PROGRAM
GRANT APPLICATION

Ohio Attorney General's Office
30 E. Broad Street, 17th Floor
Columbus, OH 43215

Ohio Attorney General Grant Program

This grant supports collaborative partnerships between local law enforcement and behavioral health treatment providers to assist in the replication or expansion of law enforcement diversion programs to address addiction. Programs should be modeled after the Drug Abuse Response Team (DART) and Quick Response Teams (QRT), initially created in Lucas, Hamilton and Summit counties. DART members provide 24-hour assistance to overdose survivors and their families, including treatment options, recovery support and other necessary services. QRT team members visit the overdose survivor at home within 72 hours of an overdose to offer counseling and referral to physical and mental health treatment services. During the visit, the QRT provides a resource packet offering phone numbers of treatment facilities and information about addiction.

NON-PERMISSIBLE USE OF FUNDS

- Bonuses, fees, or reimbursable expenses associated with administrators, staff, board members, and executive directors
- Capital campaigns
- Cellular service/equipment
- Contracts for audits
- Debt retirement, including mortgages, line-of-credit, etc.
- Entertainment
- Equipment/Technology
- Food and beverages
- Fundraising events or donations to other organizations
- Indirect costs
- Legal costs or legal representation
- Political activity or lobbying
- Rent, utilities, insurance, and taxes
- Salaries, benefits and overtime for personnel who are not directly responsible for the program
- Travel and related expenses
- Uniforms/Clothing
- Vehicles

NOTICE REGARDING APPLICATION REVIEW

1. The Ohio Attorney General may make use of resources beyond the materials submitted in each application and/or request additional documentation from applicants, as necessary. This may include, but is not limited to, documentation available from published and other sources related to the project and which supports or verifies the content of the application.
2. Requests for additional information from applicants will include a due date by which applicants must submit responses.
3. The Ohio Attorney General's Office reserves the right to make exceptions to these requirements and consider modifying program guidelines on a case by case basis.

Application Submission:

Submit the completed application and all attachments via e-mail to Mary Lynn Plageman at GrantsManagement@OhioAttorneyGeneral.gov.

Contact Information:

Office of Ohio Attorney General Dave Yost

Attn: Mary Lynn Plageman

30 E. Broad St., 17th Floor

Columbus, OH 43215

Phone: 614-728-2280

Website: www.OhioAttorneyGeneral.gov

E-Mail: MaryLynn.Plageman@OhioAttorneyGeneral.gov

Ohio Attorney General Grant Program

Organization Information

Organization Name: Colerain Township Department of Public Safety

Address: 4200 Springdale Rd.

City: Cincinnati

Zip: 45251

County: Hamilton

Phone Number: (513) 923-5015

Is your organization tax exempt under Section 501 (c)(3): ☐ Yes ☒ No

Head of the Organization

Name: Geoff Milz

Title: Township Administrator

Phone Number: (513) 923-5000

E-mail Address: gmilz@colerain.org

Contact Person Information

Name: Mark Denney

Title: Police Chief

Phone Number: (513) 923-5015

E-mail Address: mdenney@colerain.org

Work Plan Essays

The Work Plan Essays explain the connections between the different components of the program or project. It is a useful tool for planning, implementation, and evaluation and for quickly explaining to others what your program is about.

1. What would the grant funds be used for?

For questions 1-6 please see Appendix A.

2. The primary purpose of the grant is support of law enforcement programs that address the opioid epidemic. Please explain any desired expansion of the program considered necessary to meet the current needs of your community.

For questions 1-6 please see Appendix A.

3. Outline objectives that will result from the proposed project. Objectives are **specific**, observable, time-framed, and measurable.

For questions 1-6 please see Appendix A.

Ohio Attorney General Grant Program

4. Describe the steps necessary to accomplish your objectives including an operational schedule for the project.

For questions 1-6 please see Appendix A.

5. Who will be responsible for completing the work necessary to achieve the objectives? Please list all agency community partners. Treatment providers must be certified by the Ohio Department of Mental Health and Addiction Services.

For questions 1-6 please see Appendix A.

6. Specify the indicators and measures to be used to determine if your objectives have been met. The methodology, type of measurement utilized, and responsible individuals for collecting this data should be specified.

For questions 1-6 please see Appendix A.

Ohio Attorney General Grant Program

Project Budget

1. The amount of grant funding your organization was awarded in the previous grant cycle:

\$47,400.00

2. Using the table below, please provide an itemized budget for how the funds will be used July 2020 - June 2021. This budget should be specific and provide a detailed breakdown of exactly how the funds will be used.

* If necessary, a separate budget sheet may be added.

Item Description / Unit	# of Items	X	Unit Cost	=	Total
Personnel Costs: Police Officer Overtime Expense	312	X	55	=	\$17,160
Personnel Costs: Firefighter Paramedic Overtime Expense	312	X	55	=	\$17,160
Addiction Counselor/Peer Recovery Specialist	312	X	40	=	\$12,480
Materials/Birth Certificate/Identification Purchases	1	X	600	=	\$600

Additional Line (Limit 28 Items)

Total \$47,400

Ohio Attorney General Grant Program

3. Please provide a detailed description of the items included in the Project Budget table.

For Questions 3-5 please see Appendix B.

4. Please provide a time frame in which the funds will be used, including milestones and project completion.

For Questions 3-5 please see Appendix B.

5. Should you be using an amount of the funds, within the allowable range, for salary, what is your plan for funding the position(s) once the grant funds are exhausted?

For Questions 3-5 please see Appendix B.

Organization Authorization and Certification

I understand that by signing this application, I grant the Ohio Attorney General's Office or its authorized agents access to any records for verification and evaluation of the information provided in this application. I understand that completion of the application does not guarantee that I will receive the requested grant.

I certify that the information I have provided in this application is, to the best of my knowledge, a true and accurate and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under Federal and State law for knowingly making false or fraudulent statements.

Organization:

Colerain Township Department of Public Safety

Signature:

Will Mueller

Date:

May 27, 2020

Name:

Will Mueller

Title:

Assistant Fire Chief

EXHIBIT B



DAVE YOST
OHIO ATTORNEY GENERAL

REQUEST FOR PAYMENT REPORT

Reporting Period: _____ Payment Request: \$ _____

Agency: _____

Address: _____

Budget Cost Categories	Approved Budget	Current Expenditures	Total YTD Expenditures
Personnel Salaries			
Other			
Total Costs			

Status of Objectives

--

Certification & Signature

I certify that all information and transactions I have reported in this report is, to the best of my knowledge, a true and accurate and complete disclosure of the requested information.

Typed Name & Title of Designated Official:	Signature of Designated Official and Date:

Please remit to Invoices@OhioAttorneyGeneral.gov. Attach documentation for justification of the request for payment (i.e. timesheets & ledger reflecting date of expenditures).

EXIBHIT C
2021 Monthly Reporting Questionnaire

REPORTING QUESTIONNAIRE: DART/QRT GRANT

The Ohio Attorney General's Office seeks to quantify the excellent work being done by your overdose response team. Please submit the following information along with your monthly request for payment for your QRT/DART grant. And feel free to add any other information that you think helps to describe your team's performance.

Report begin date: _____ Report end date: _____

Fatal overdoses during current reporting period: _____

Percentage increase/decrease from previous reporting period: _____

Nonfatal overdoses during this reporting period: _____

Percentage increase/decrease from previous reporting period: _____

Number of victims who experienced multiple overdoses during current reporting period: _____

Number of overdose victims you attempted to contact during current reporting period: _____

Number of overdose victims you succeeded in contacting during current reporting period: _____

Number of overdose victim's family members you contacted (because victim wasn't available) during current reporting period: _____

Of the overdose victims you contacted during the current reporting period: _____

How many sought treatment? _____

How many refused or ignored treatment options offered? _____

How many have continued treatment/recovery? _____

How many had a subsequent overdose? _____

How many died of a subsequent overdose? _____

What services/products/information do you offer/recommend to overdose victims and their family members?

If your program provides naloxone kits to drug users, how many drug users received kits? _____

If your program provides naloxone kits to family members of drug users, how many families received kits?

Please save the completed form to your computer for your records.

Return report to Invoices@OhioAttorneyGeneral.gov.

If you have any questions, please contact [Mary Lynn Plageman at 614-728-2280](#).

SAVE AS

SUBMIT



DAVE YOST
OHIO ATTORNEY GENERAL

EXHIBIT D
2021 DART Semiannual-Annual Report Form

LAW ENFORCEMENT DIVERSION PROGRAM

DART/QRT GRANT

CONTACT INFORMATION

Project Name: _____ Date: _____
Project Sector: _____ Project Contact: _____
Partner Agencies: _____

GOALS

State original project goals and objectives and describe outcome progress.*

Objective 1: _____

Progress: _____

Objective 2: _____

Progress: _____

Objective 3: _____

Progress: _____

PARTNERSHIPS

Describe current partnerships; include what is working and what should be added or removed.

Partnership 1:

Partnership 2:

Partnership 3:

**If you need more space than allotted to answer any question on this form, please attach additional pages to submission.*

PROJECT DETAILS

Describe the obstacles you have encountered.

What support(s) do you need in order to make your DART/QRT sustainable?

Please provide attachments for any achievements related to DART/QRT work (i.e. press releases, news stories, awards, etc.).
Briefly list achievements and supporting documents.

Please include any additional details you would like to share with the Attorney General's Office.

Please save the completed form to your computer for your records.

Return report to **GrantsManagement@OhioAttorneyGeneral.gov**.

If you have any questions, please contact **Mary Lynn Plageman at 614-728-2280**.

SAVE AS

SUBMIT



DAVE YOST
OHIO ATTORNEY GENERAL

PUBLIC SAFETY

Department: Fire

Department Head: Frank Cook, Fire Chief

Resolution Authorizing the Disposal of Surplus Fleet Maintenance Equipment

Recommend the approval of a resolution authorizing the disposal of one automotive air conditioning refrigerant recovery and recycling machine per the recommendation of the Township's Fleet Manager.

Rationale:

The equipment has several unrepairable deficiencies, unavailable repair parts, unfit for the use for which it was acquired, and no longer needed for public use. The equipment will be disposed of by means of Govdeals auction website.

Memo



To: Frank Cook, Fire Chief
From: Mike Adler, Fleet Manager
Date: July 24, 2020
Re: Proposal – Disposal of Township A/C recycle machine

This proposal and recommendation is to dispose of the following fleet maintenance equipment using Govdeals auction website.

The equipment described below has been taken out of service because of unrepairable deficiencies, unavailable repair parts, it's unfit for use for which it was acquired, and is no longer needed for public use.

2001 White Industries R-134a Air Conditioning Recycle machine.
Model #: 1090XL
Serial #: JFW901116

Should you have any questions regarding this matter please do not hesitate to contact me.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the 11th day of August, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matthew Wahlert

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

RESOLUTION NO. _____-20

**RESOLUTION FOR DISPOSAL BY SALE OF EQUIPMENT AND VEHICLES
WHICH ARE OBSOLETE, UNFIT, OR UNNEEDED FOR PUBLIC USE
(O.R.C. Sec 505.10)**

WHEREAS, Ohio Revised Code Sec. 505.10 authorizes the Board of Trustees to dispose of personal property, including motor vehicles, road machinery, equipment, and tools, which the Board finds by resolution are not needed for public use, or are obsolete, or are unfit; and

WHEREAS, Ohio Revised Code Sec. 505.10 (A)(2)(a) authorizes the Board of Trustees to sell by private sale, without advertisement or public notification, if the property to be sold is, in the opinion of the Board, \$2,500.00 or less.

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

A. The Board of Trustees finds that, in the opinion of the Board, the following vehicles are not needed for public use, or are obsolete, or are unfit, and that, in the opinion of the Board, each vehicle has a fair market value of \$2,500.00 or less:

1. 2001 White Industries R-134a Air Conditioning Recycle machine.

B. Pursuant to O.R.C. Sec. 505.10 (A)(1), the Board directs that the method of public sale of the vehicles listed above shall be by auction conducted by the GovDeals, and, accordingly, that said vehicles be delivered to that company, and that the sale occur after the notice and publication requirements of O.R.C. Sec. 505.10 (A)(1) are met.

C. 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, that all deliberations of this Board and any committees that resulted in those formal sessions were in meetings open to the public, in compliance with all legal requirements, and the Board has met all other statutory requirements for participation in a joint-self-insurance program.

D. This Resolution shall be in full force and effect from and after the earliest period 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 11th day of August, 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 11th day of August, 2020.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Fire

Department Head: Frank Cook, Fire Chief

Motion Authorizing the Installation of a Physical Access Control System

Recommend the adoption of a motion authorizing the installation of physical access control systems (i.e., identification badge and key card access) in the five fire station facilities at a cost of \$30,494.42.

Rationale:

The installation of physical access control systems provides the means to protect personnel, facilities, and assets by means of tracking and restricting door entry access to fire department facilities, and room or areas to authorized employees. The project was identified as a 2020 capital improvement project to enhance critical infrastructure security and aligns the fire stations with other Township facilities (i.e., Township Administration, Police Department, and Fire Administrative and Public Services offices). The materials and installation will be provided by Mobilcomm using technology and components compatible with the current system used by the Township.

Memo

To: Geoff Milz, Township Administrator
From: Frank Cook, Chief of Department
Date: July 30, 2020
Re: Physical Access Control Systems
Installation Authorization



This memo serves to request authorization to install physical access control systems (i.e., identification badge and key card access) in all five fire station facilities.

The installation of the access control systems will provide an enhancement to protecting personnel, facilities, and assets by means of tracking and restricting door entry access to fire department facilities, and room or areas to authorized employees. The project was identified as a 2020 capital improvement project as a means to enhance critical infrastructure facilities security and align the fire stations with other Township facilities (i.e., Township Administration, Police Department, and Fire Administrative and Public Services offices). The current fire station entry door lock system is a combination of both keyed lock sets and keyless mechanical coded lock sets. The disadvantages of the current systems are maintaining an accurate key inventory amongst Township employees has been historically extremely labor intensive, time consuming, and costly. As for the coded lock set it requires a constant process of revising entry codes as employees separate from the department. The recoding process comes at cost, as it involves a locksmith vendor to “reconfigure” and maintenance each lockset when this occurs. Additionally, this process can be time-consuming and must be conducted within one-day time, as the vendor must visit each station and service multiple lock-sets.

The physical access control system materials and installation will be provided by Mobilcomm, 1211 W. Sharon Rd., Cincinnati, OH 45240 using technology and components compatible with the current system used by the Township. Mobilcomm is the same vendor that installed and maintenances the current Township access and security system.

PLANNING & ZONING

Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

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:

2473 Clovercrest
3522 Alamosa
2830 Country Park
6500 Dry Ridge
3402 Niagara
9008 Orangewood
8993 Pippin
3506 Poole
3410 Redskin
2458 Roosevelt
2474 Roosevelt
2491 Roosevelt
2673 Tobermory
2997 Wheatfield
2459 Wilson
3260 Ainsworth
3522 Alamosa
9711 Dunraven
3217 McGill
11657 Pippin

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 11th day of August, 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>
2473 Clovercrest	510-0072-0097-00
3522 Alamosa	510-0111-0087-00
2830 Country Park	510-0024-0087-00
6500 Dry Ridge	510-0320-0068-00
3402 Niagara	510-0102-0042-00
9008 Orangewood	510-0053-0070-00
8993 Pippin	510-0053-0413-00
3506 Poole	510-0104-0140-00
3410 Redskin	510-0112-0067-00
2458 Roosevelt	510-0031-0441-00
2474 Roosevelt	510-0031-0438-00
2491 Roosevelt	510-0031-0501-00
2673 Tobermory	510-0053-0514-00
2997 Wheatfield	510-0041-0086-00
2459 Wilson	510-0031-0332-00
3260 Ainsworth	510-0102-0120-00
3522 Alamosa	510-0111-0087-00
9711 Dunraven	510-0041-0187-00
3217 McGill	510-0093-0083-00
11657 Pippin	510-0014-0044-00

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 11th day of August, 2020.

BOARD OF TRUSTEES:

Matthew Wahlert, Trustee

Raj Rajagopal, Trustee

Dan Unger, 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 11th day of August, 2020.

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Appoint Assistant Chief Allen Walls to the Position of Fire Chief and Director of the Department of Fire and Emergency Medical Services.

Recommend adoption of a motion to appoint Assistant Chief Allen Walls to the Position of Director and Chief of the Department of Fire and Emergency Medical Services.

Rationale:

Assistant Chief Allen Walls applied for the position of Chief of the Department and was evaluated in an Oral Board format by a panel of retired Fire Chiefs from the Ohio Fire Chief's Association before participating in an interview with the Board of Township Trustees.

Mr. Walls' performance during each evaluation confirms what is known from experience over the 24 years in which Mr. Walls has worked for the Township - he has the education, training, and demonstrated leadership ability to be successful as the next Chief of the Department.

Contingent upon the adoption of a motion to promote Mr. Walls, he would assume the role of Chief of the Department at 12:01AM on Sunday, September 6, 2020 at an annual salary of \$109,012. He would be exempt from FLSA.

ADMINISTRATION

Department: Administration

Department Head: Jeff Weckbach, Assistant Township Administrator

Motion Authorizing Vacation Time Adjustment for Non-Contract Employees

Recommend adoption of a motion to authorize a one time vacation dump according to the attached schedule.

Rationale:

The Board of Trustees adopted an additional vacation dump for several employees at the July 14, 2020 meeting. After review, it was discovered that there was an error in the spreadsheet that shortchanged four employees. This motion would correct that error and be in addition to the amount approved at the July 14, 2020 meeting for these employees.

Employee Name	To add
Molter, Tawanna	27.08
Baker, Shannon	27.08
Denney, Mark	27.08
Bernecker, Kristen	18.48

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Amending Organizational Chart and Job Roster

Recommend adoption of a resolution amending the Township Organizational Chart and Position Roster.

Rationale:

This motion will create a new "Support Services Sergeant" position in the Police Department. This position is being paid for by the Northwest Local School District. There will be no increase in staffing as a result of this addition. The existing District Safety Officer that was in the agreement with the District, prior to the newly approved agreement, was changed to a supervisory position.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the _____ day of August, 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 ADOPTING ORGANIZATIONAL CHART MODIFICATION

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

WHEREAS, Colerain Township policy 1.3, Colerain Township Employment Process Policy, requires that the organizational chart and roster be formally adopted by the Board of Trustees; and;

WHEREAS, the attached organizational chart and roster has been modified to change a School Resources Officer position to a Support Services Sergeant position; and;

WHEREAS, this position will enhance the overall operational effectiveness of the Township; and;

WHEREAS, any subsequent changes to the organizational chart, roster, or job descriptions shall be brought to the Board of Trustees for formal approval, prior to implementation.

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

1. The attached Organizational Chart and Roster be formally adopted by the Board of Trustees; and
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

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

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

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

ADOPTED this 11th day of August, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeffrey Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri, Law Director
Scott Sollmann, Assistant Law Director
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 11th day of August, 2020.

Jeffrey Baker
Colerain Township Fiscal Officer

Department	Position	Job ID #
Administration	Township Administrator	100
Administration	Assistant Township Administrator	101
Administration	Director of Finance	102
Administration	IT Director	103
Administration	Finance Specialist	104
Administration	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Receptionist	169
Fire & EMS	Fire Chief	108
Fire & EMS	Assistant Fire Chief of Operations	109
Fire & EMS	Assistant Fire Chief of Administration	110
Fire & EMS	Administrative Assistant	111
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Reservist	113
Fire & EMS	Part Time Fire Safety Inspector	114
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Vehicle Fleet Manager	117
Fire & EMS	Fleet Mechanic Technician	118
Fire & EMS	Fleet Mechanic Technician	118
Fire & EMS	Part Time Fleet Mechanic Technician	119
Fire & EMS	Co-Op Fleet Mechanic Technician	120
Fire & EMS	Medical Director	121
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Captain - Emergency Medical Services	123
Fire & EMS	Captain - Community Risk Reduction	124
Fire & EMS	Captain - Training & Education	125
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127

[illegible]

Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
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Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Planning & Zoning	Director of Planning & Zoning	131
Planning & Zoning	Senior Planner	132
Planning & Zoning	Code Enforcement Officer	133
Planning & Zoning	Planner	134
Planning & Zoning	Code Enforcement Specialist	167
Planning & Zoning	Code Enforcement Specialist	167
Police	Police Chief	136
Police	Support Services Commander	137
Police	Patrol Commander	138
Police	Investigative Commander	139
Police	Administrative Sergeant	140
Police	Investigative Sergeant	141
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142

Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Support Services Sergeant	170
Police	School Resource Officer	144
Police	School Resource Officer	144
Police	District Detective	145
Police	District Detective	145
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Canine Officer	147
Police	Uniformed Patrol Officer	146
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Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Public Safety Administrative Assistant	148

Police	Civilian Supervisor	149
Police	Accreditation Manager	150
Police	Property Room Manager	151
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	School Safety Officer	153
Police	School Safety Officer	153
Police	Police Clerk (PT)	154
Police	Police Clerk (PT)	154
Police	Chaplain	155
Public Services	Director of Public Services	156
Public Services	Event Coordinator	157
Public Services	Facility Manager	158
Public Services	Supervisor Foreman	159
Public Services	Supervisor Foreman	159
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Bus Driver	161
Public Services	Event Setup Worker	162
Public Services	Event Setup Worker	162
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Director - Summer Camp	164
Public Services	Assistant Director - Summer Camp	165
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166

Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166



POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	Salary Range: Per CBA
SUPERVISES School Resource Officers and School Safety Officers	Minimum Education: Associate's Degree

PURPOSE:

The position of Support Services Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

SCOPE:

The Support Services Sergeant provides direct supervision of the specialized school units. The Support Services Sergeant is responsible for the daily operations of this unit's activities. The Support Services Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Support Services Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, within the Township, the general duties common to all police sergeants assigned to Patrol.
- Develop collaborative working relationships with other supervisors in the Township to help them understand their role and involvement with Community Policing and problem solving initiatives.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) in the Township
- Network with other service agencies to contribute to problem solutions. This would include local government departments, social services, other public and private agencies and so forth.
- Represent the Department at community meetings, keeping the citizens informed of Police Department policies and activities that affect them.
- Share crime statistics and trends with the citizens of the Township.
- Give presentations on Community Policing, upon request, to neighborhood groups, service agencies, business groups, schools and so forth.
- Work hours varying to meet the needs of the citizens and Police Department.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
 - a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
 - b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinates appearance and work to ensure compliance with Department policy and procedures.

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	Salary Range: Per CBA
SUPERVISES School Resource Officers and School Safety Officers	Minimum Education: Associate's Degree

- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things
 - a) Training personnel.
 - b) Improving working conditions for maximum efficiency and morale.
 - c) Using personnel records and performance ratings for individual guidance and improvement.
 - d) Adequately recognizing outstanding personnel performance.
 - e) Improving efficiency and cooperation in areas of common responsibility.
 - f) Advancing the public relations program for promoting public confidence and support.
 - g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
 - a) Prevention and suppression of crime.
 - b) Protection of life and property.
 - c) Apprehension and prosecution of offenders.
 - d) Preservation of the peace.
 - e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- When on first shift, at the second and fourth Sunday of each month, inspect, or delegate, the thorough inspection of each vehicle in the Department to ensure cleanliness and good working order, promptly reporting in writing every instance of damage, neglect or improper use.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	Salary Range: Per CBA
SUPERVISES School Resource Officers and School Safety Officers	Minimum Education: Associate's Degree

- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS /
EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENT:**

- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.
- A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

**PHYSICAL & MENTAL
REQUIREMENT:**

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs,

POSITION TITLE Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	Salary Range: Per CBA
SUPERVISES School Resource Officers and School Safety Officers	Minimum Education: Associate's Degree

IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

**EMPLOYEE
ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

ORGANIZATION CHART

Jeff Baker
FISCAL OFFICER

TRUSTEES



Raj Rajagopal
PRESIDENT



Daniel Unger
VICE PRESIDENT



Matt Wahler



Geoff Milz
ADMINISTRATOR



Jeff Weckbach
ASSISTANT ADMINISTRATOR



Mike Ionna
PLANNING & ZONING DIRECTOR



Jacqueline O'Connell
PUBLIC SERVICES DIRECTOR



Jeff McElravy
FINANCE DIRECTOR



Frank Cook
FIRE CHIEF



Mark Denney
POLICE CHIEF

OFFICE MANAGER
RECEPTIONIST
HUMAN RESOURCES SPECIALIST

CODE ENFORCEMENT OFFICER
CODE ENFORCEMENT SPECIALISTS (2)
SENIOR PLANNER
PLANNER

FACILITY MANAGER
ROADS SUPERVISOR
PARKS SUPERVISOR
EVENTS COORDINATOR
MAINTENANCE WORKERS (8)
SUMMER CAMP DIRECTOR
SUMMER CAMP ASST. DIRECTOR
SUMMER CAMP COUNSELORS (6)
MAINTENANCE WORKERS (5)
SEASONAL PARKS WORKERS (8)
PART-TIME EVENT SET UP WORKER (2)
BUS DRIVER

FINANCE SPECIALIST
ACCOUNTING SPECIALIST
IT DIRECTOR

BATTALION CHIEF SHIFT 1
CAPTAINS (4) FULL-TIME
LIEUTENANTS (2) FULL-TIME
EMT FIREFIGHTERS (18) FULL-TIME
EFT/ PARAMEDIC FIREFIGHTERS (21) PART-TIME
BATTALION CHIEF SHIFT 2
CAPTAINS (2) FULL-TIME
LIEUTENANTS (4) FULL-TIME
EFT FIREFIGHTERS (18) FULL-TIME
EFT/ PARAMEDIC FIREFIGHTERS (22) PART-TIME
BATTALION CHIEF SHIFT 3
CAPTAINS (3) FULL-TIME
LIEUTENANTS (3) FULL-TIME
EFT FIREFIGHTERS (18) FULL-TIME
EFT/ PARAMEDIC FIREFIGHTERS (21) PART-TIME

MECHANIC TECH (2)
PART-TIME
MECHANIC TECH
CO-OP MECHANIC
DIVISION CHIEF PART-TIME (2)
ASSISTANT FIRE CHIEF

VEHICLE FLEET MANAGER

CAPTAIN EMS OPERATIONS
MEDICAL DIRECTOR
FIRE HYDRANT INSPECTORS (3) SEASONAL
CAPTAIN COMMUNITY RISK REDUCTION
FIRE INSPECTORS (1) PART-TIME
RESERVIST PUBLIC EDUCATORS (2) PART-TIME
CAPTAIN TRAINING & EDUCATION

RESERVIST

ADMINISTRATIVE ASSISTANT

PATROL COMMANDER
PATROL SERGEANT
PATROL SERGEANT
PATROL SERGEANT
PATROL SERGEANT
OIC (1)
POLICE OFFICERS (6)
OIC (1)
POLICE OFFICERS (6)
OIC (1)
POLICE OFFICERS (7)
OIC (1)
POLICE OFFICERS (7)

PUBLIC SAFETY ADMIN ASSISTANT

PIO
SUPPORT SERVICES COMMANDER

INVESTIGATIVE SERVICES COMMANDER
INVESTIGATIVE SERGEANT
OIC (1)
DETECTIVES (7)
K-9 (1)
ACCREDITATION MANAGER (1)
OFFICER (2)
SRO (2)
DISTRICT DETECTIVES (2)
SCHOOL SAFETY OFFICER (2)
CIVILIAN SUPERVISOR (1)
CLERKS (4)
PART-TIME CLERKS (2)
PROPERTY ROOM MANAGER

ADMINISTRATION

Department: Board of Trustees

Department Head: Trustee Matt Wahlert

Resolution Amending Property Maintenance Resolution

Rationale:

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

Mr. Raj Rajagopal, Mr. Dan Unger, and Mr. Matthew Wahlert

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

RESOLUTION NO.: _____-20

**RESOLUTION AMENDING THE COLERAIN TOWNSHIP PROPERTY
MAINTENANCE CODE WITH REGARD TO LITTERING AND DEPOSIT OF
GARBAGE, RUBBISH, JUNK, ETC**

WHEREAS, Colerain Township is charged with protecting the health and welfare of its citizens; and

WHEREAS, the Township recognizes that litter on commercial properties is an unsightly disturbance to the overall appearance of the Township and threatens the health and welfare of its citizens; and

WHEREAS, the Township desires to protect citizens and maintain a clean appearance at commercial properties.

NOW THEREFORE, be it resolved by Colerain Township as follows:

SECTION I

The owner, occupant, or person having charge or management of any lot or parcel of land situated within the Township, whether the same be improved or unimproved, vacant or occupied, within SEVEN DAYS written notice to the last known address, served personally upon the owner, occupant, or person having charge of the property involved, or by posting a copy thereof in a conspicuous place on the property involved by the Township Administrator or his/her designee. Upon the third subsequent violation in the same twelve month period of the initial notice as specified herein the property may be subject to immediate abatement by the Township as provided in this section without further notification.

SECTION II

In addition to the penalty currently provided in the Colerain Township Property Maintenance Code, if the accumulation of trash is not abated within the required time, the Township Administrator or his/her designee may then cause it to be abated and require the owner, occupant, or person having charge of the property involved, to pay the cost of the nuisance abatement and any damages caused by the nuisance. After the abatement by the Township or agent of the Township, the Township Administrator or his/her designee shall give notice by regular mail to the owner, occupant, or person having charge of the property involved. The notice shall be accompanied by a statement of the amount of the cost incurred. In the event the invoice is not paid within 30 days after the mailing of the notice, then the cost thereof shall be reported to the office of the Township Administrator or his/her designee, which shall certify it to the County Auditor to be placed upon the tax duplicate and collected as taxes are collected.

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 _____ and Mr. Wahlert _____

ADOPTED this _____ day of _____, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

AUTHENTICATION

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

Jeff Baker
Colerain Township Fiscal Officer

CONSENT ITEMS

Department: Police

Department Head: Mark Denney, Police Chief

Promotion - Police - Support Services Sergeant

Recommend approval of all consent items.

Rationale:

Officer Doerflein participated in a competitive process and scored first. If approved, his salary would be \$77,808.28 and he would serve a one year probationary period commencing August 12, 2020.