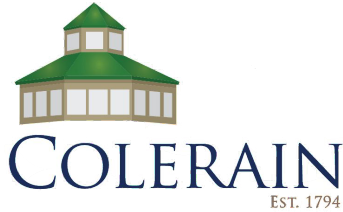


Regular Meeting of the Board of Trustees - October 27

October 27, 2020

- 1. Opening of Meeting**
- 2. Executive Session 6:00 PM**
- 3. Pledge of Allegiance 7:00 PM**
- 4. Meditation (Moment of Silence)**
- 5. Fiscal Office – Approval of Minutes from October 13, 2020**
- 6. Presentations**
 - a. Presentation by Springdale Police Chief Tom Wells about Gratitude for Colerain Police Department's Help in Springdale's LODD
 - b. Presentation by Assistant Administrator Jeff Weckbach about Strategic Plan Community Survey Results
 - c. Presentation by Township Administrator Geoff Milz about the Community Improvement Corporation's Vacant-Lot-To-Sideyard Program
- 7. Citizens Address**
- 8. Administrative Reports**
- 9. Trustees' Report**
- 10. New Business**
 - Public Safety**
 - a. Motion to Consider Noise Permit
 - Public Services**
 - a. Motion Authorizing the Purchase of Capital Equipment - Truck for Litter Pick Up
 - Planning & Zoning**
 - Administration**
 - a. Resolution Authorizing The Adoption Of Amended Appropriations For The Year 2020
 - b. Resolution Authorizing the Adoption of Additional Appropriations- Coronavirus Aid, Relief, and Economic Security (CARES) Act
 - c. Resolution to Amend Organizational Chart and Roster
 - d. Resolution on Legislative Priorities



- e. Motion Authorizing the Township Administrator to Execute an Agreement with the Clippard YMCA for Senior Services

11. Old Business

- a. Resolution Adopting a Capital Policy
- b. Resolution Adopting an Inventory and Asset Policy
- c. Discussion - Solid Waste Contract

12. Consent Items

- a. Contract - Spring Grove Cemetery - Indigent Burial
- b. Contract - OpenGov - GIS Flag
- c. Contract - Hamilton County Land Reutilization Corporation - Termination of Purchase/Sale Agreement
- d. Contract - Infotech - Bidding Software
- e. Contract - McSwain - PD Carpet

13. Fiscal Office Report

14. Adjournment

15. Executive Session – if needed

PRESENTATIONS

Department: Police

Department Head:

Presentation by Springdale Police Chief Tom Wells about Gratitude for Colerain Police Department's Help in Springdale's LODD

Chief Tom Wells wishes to thank the Colerain Police Department for their response to their officer killed in the line of duty.

Rationale:

PRESENTATIONS

Department: Administration

Department Head: Jeff Weckbach, Assistant Township Administrator

Presentation by Assistant Administrator Jeff Weckbach about Strategic Plan Community Survey Results

Rationale:

A formal presentation of the results of the 2021 Strategic Plan input surveys.

2021 Strategic Plan: Community Survey Summary

Colerain Township



COLERAIN
EST. 1794

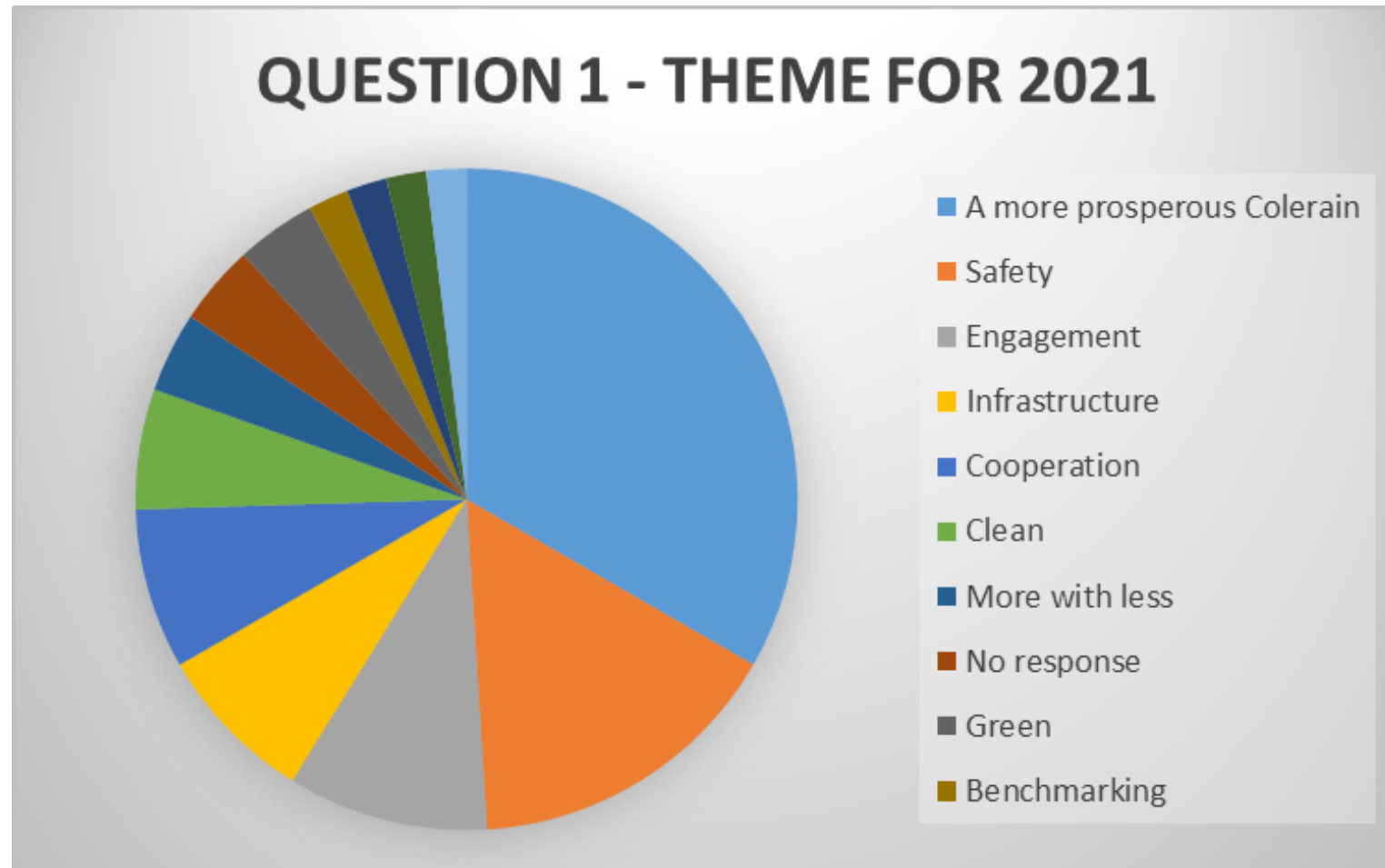
Process

- ◆ Two part survey, modeling the Town Halls from 2020
- ◆ Survey 1: 9/23-10/4
 - ◆ 50 Unique Respondents
- ◆ Survey 2: 10/7-10/18
 - ◆ 78 Unique Respondents



COLERAIN
EST. 1794

What should be the Township's overall theme for the 2021 Strategic Plan?



Potential Initiatives for each Department

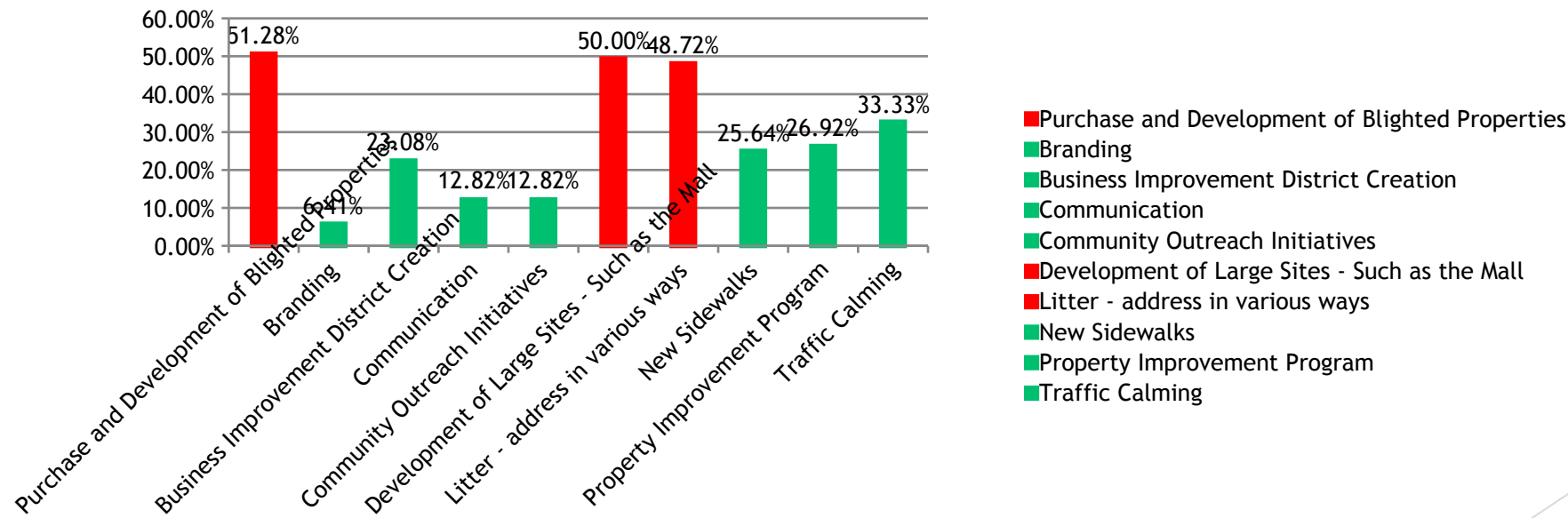
- ◆ Administration
 - ◆ 126 ideas = 54 potential initiatives
- ◆ Fire
 - ◆ 59 ideas = 35 potential initiatives
- ◆ Police
 - ◆ 88 ideas = 40 potential initiatives
- ◆ Planning
 - ◆ 89 ideas = 40 potential initiatives
- ◆ Public Services
 - ◆ 25 ideas = 17 potential initiatives



COLERAIN
EST. 1794

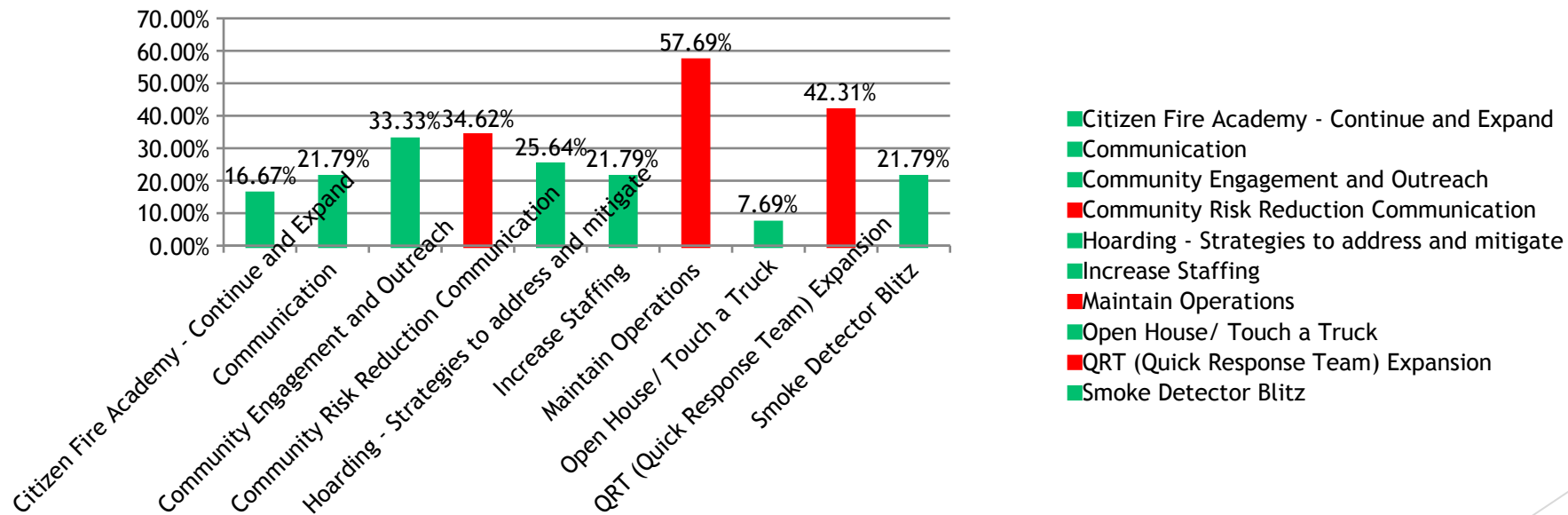
Survey 2 - Administration

Please identify the top 3 priorities (programs, initiatives, or projects) that Township Administration should be focused on for 2021.



Survey 2 - Fire

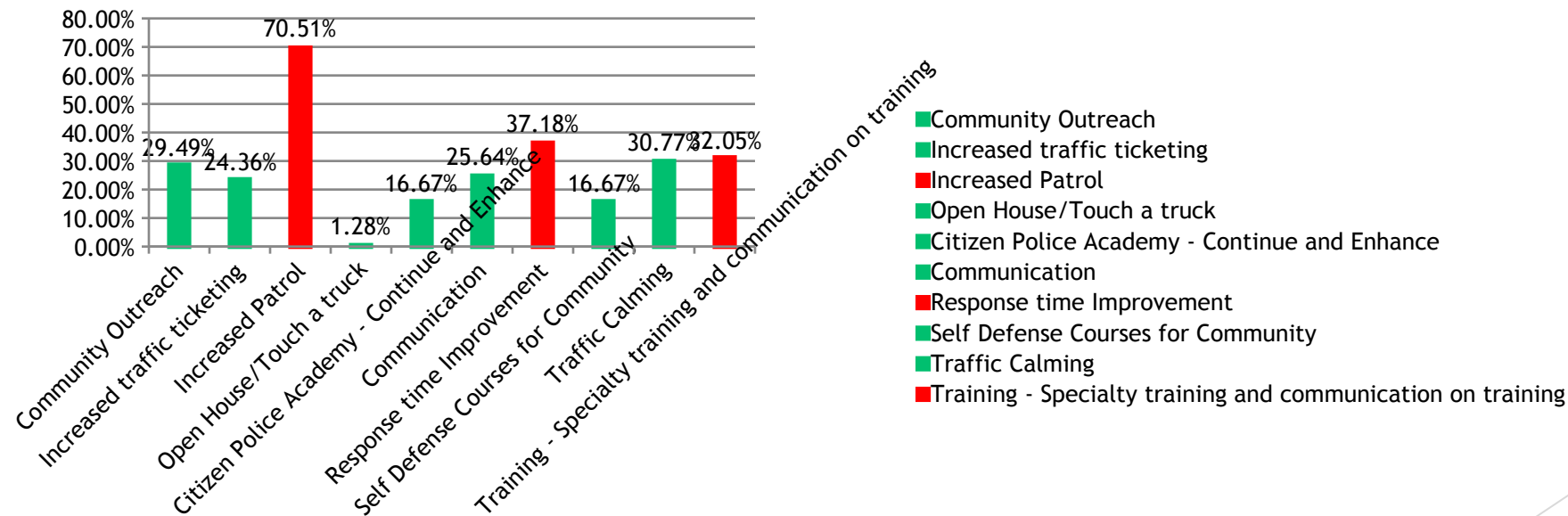
Please identify the top 3 priorities (programs, initiatives, or projects) that the Fire Department should be focused on for 2021.



COLERAIN
EST. 1794

Survey 2 - Police

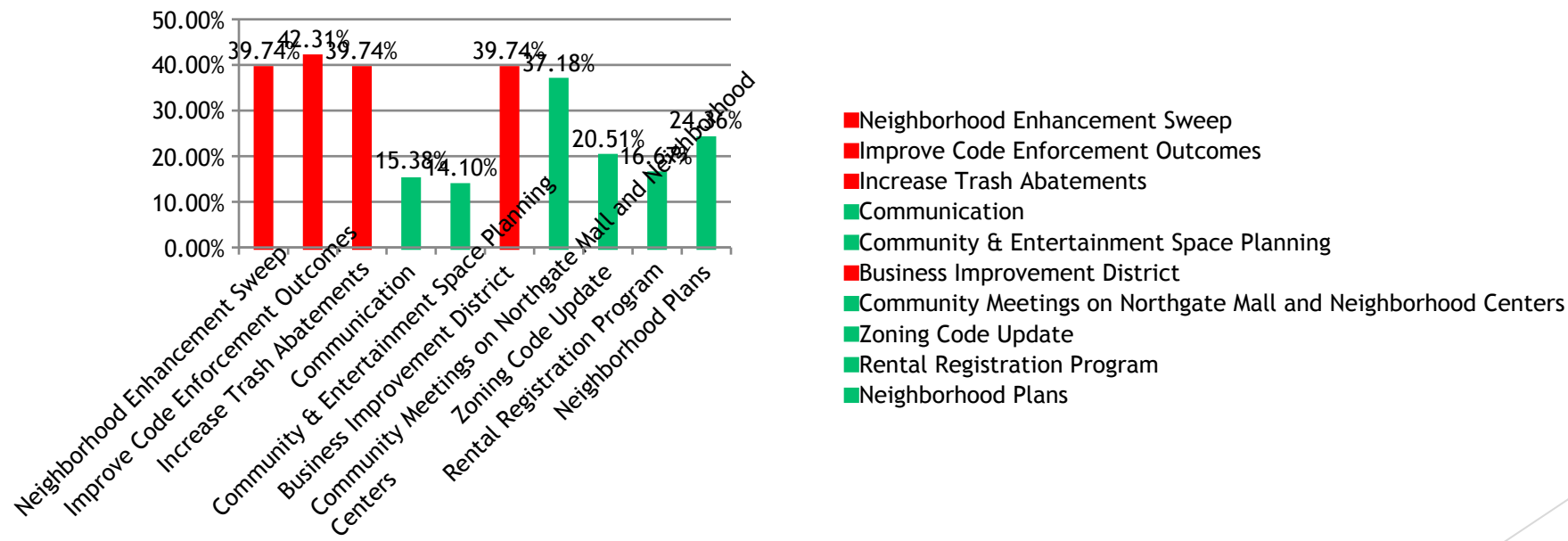
Please identify the top 3 priorities (programs, initiatives, or projects) that the Police Department should be focused on for 2021.



COLERAIN
EST. 1794

Survey 2 - Planning

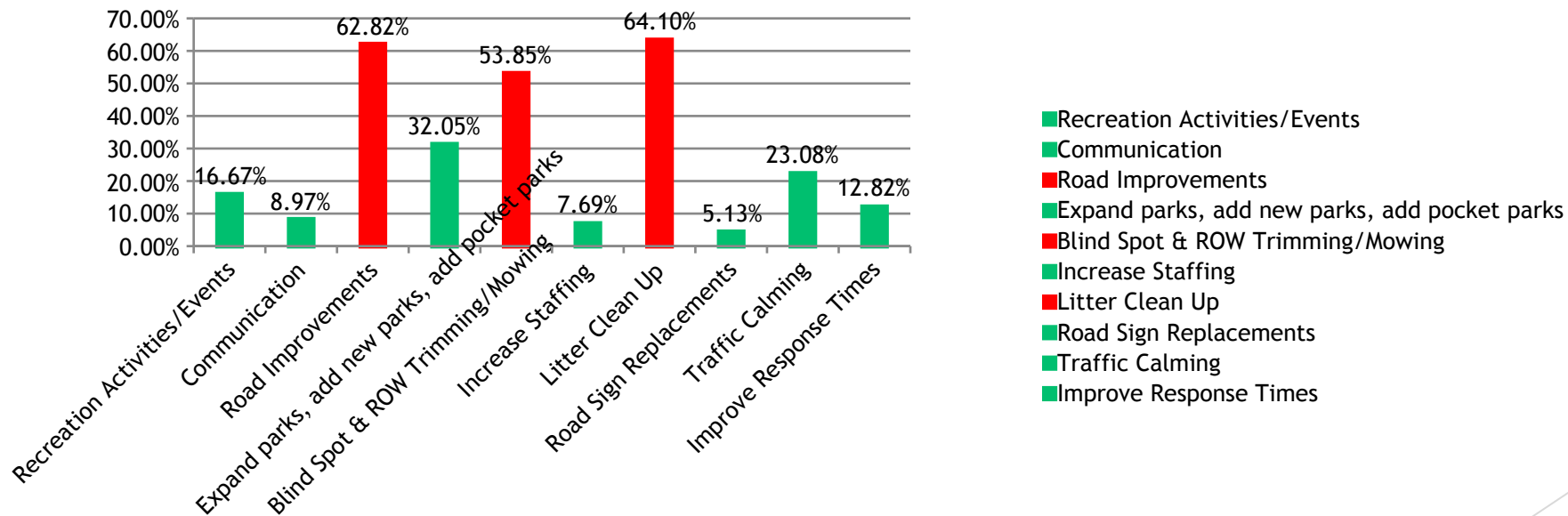
Please identify the top 3 priorities (programs, initiatives, or projects) that the Planning and Zoning Department should be focused on for 2021.



COLERAIN
EST. 1794

Survey 2 - Public Services

Please identify the 3 top priorities (programs, initiatives, or projects) that the Public Services Department should be focused on for 2021.





YOUR FEEDBACK MATTERS

Questions, Comments, or Feedback?



COLERAIN
EST. 1794

PRESENTATIONS

Department: Administration

Department Head: Geoff Milz, Administrator

Presentation by Township Administrator Geoff Milz about the Community Improvement Corporation's Vacant-Lot-To-Sideyard Program

Rationale:



VACANT LOT-TO-SIDEYARD PROGRAM PROGRAM GUIDELINES

Purpose

To reduce blight in residential neighborhoods by transitioning vacant property to adjacent homeowners who will maintain it and return the property to tax-generating status.

Program Description

This program is for owner-occupants interested in acquiring vacant land adjacent to their home and incorporating the vacant land into their existing yard. Vacant land in Colerain neighborhoods are often a nuisance to residents, may discourage further investment by adjacent property owners and are often maintained by the Township at a cost to Colerain Township taxpayers. The Residential Vacant Lot-to-Yard Program affords residents the opportunity to invest in these properties and improve their neighborhoods. Residents that seek to acquire land must have an improvement plan in place that considers improving the landscaping, increasing the tree coverage and commits to consolidating the vacant lot with their existing property.

Eligibility

In order to be eligible for the program an applicant must:

- Own and occupy as a primary residence an eligible home lot – see figure 1 for a graphic description of eligible home lots.
- Not own real property that is in a tax delinquent status
- Not own or have any interest in any property that is subject to any significant unremediated violation of Township Resolutions, County Building Code Violations or State Health or Safety Regulations.
- Not have a history of owning real property in a chronic nuisance state, except if such state may be attributed solely to a prior owner
- Not have been the subject of criminal/civil prosecution for zoning or property maintenance code infractions within the last five years
- Not have been the owner of real property on which any foreclosure filing has been commenced within the last five years

In order to be eligible for the program a lot must:

- Be owned by the Colerain Township Community Improvement Corporation and placed on the Vacant Lot-to-Yard Program List by the Executive Director.
- Be vacant and void of any structures or, if a structure does exist, said structure must be targeted for demolition

Terms of Purchase and Sale

- Purchase Price shall be set by the Board of the Colerain Township Community Improvement Corporation
- Purchaser must consolidate the lot with the existing lot.
- Purchaser must provide a written and graphic plan for improvements to the property considering improved landscaping, increased tree coverage, fencing, lawn seeding, etc.
- After the transaction, the lot may not be sold separately from the adjoining property
- Purchaser must agree to maintain the lot attractively
- Purchaser must agree to timely pay all property taxes that become due after the transfer.

Process

1. A property is placed on the Vacant Lot-to-Yard Program List by the Executive Director
2. An eligible applicant completes and submits a Vacant Lot-to-Yard Program Application to the Executive Director of the Colerain Township Community Improvement Corporation (gmlz@colerain.org)
3. Application is reviewed to confirm eligibility of applicant by staff
4. Application is reviewed by Colerain Township Community Improvement Corporation Board
5. Application is granted or denied by vote of the Colerain Township Community Improvement Corporation
6. Property is transferred to the new owner and the lot is simultaneously consolidated.

Eligible as Sideyard	Home Lot	Eligible as Sideyard
Not Eligible	Eligible as Sideyard	Not Eligible

figure 1: eligible lots



Community Improvement Corporation

4200 Springdale Rd. | Cincinnati, Ohio 45251 | 513.385.7500

VACANT LOT-TO-SIDEYARD PROGRAM APPLICATION

Applicant Name:

Applicant's Home Address:

Address of Property on

Vacant Lot-to-Yard Program List:

Please list the address of properties you own or have a financial interest in. Additional properties can be added in the additional space below.

1.

2.

3.

Do you own or have any financial interest in real property that is in a tax delinquent status?

☐

YES

☐

NO

Do you own or have any financial interest in any property that is subject to any significant unremediated violation of Township Resolutions, County Building Code Violations or State Health or Safety Regulations?

☐

YES

☐

NO

Have you ever owned or had a financial interest in a property that was kept in a chronic nuisance state?

☐

YES

☐

NO

Have you ever been the subject of criminal/civil prosecution for zoning or property maintenance code violations?

☐

YES

☐

NO

Have you ever owned or had a financial interest in real property on which a foreclosure filing has been commenced?

☐

YES

☐

NO

Please use the space below for additional information you would like to provide.

Applicant Signature:

Date:

Vacant Lot-to-Yard List

<u>Property No.</u>	<u>Address</u>	<u>Acres</u>

updated 10/19/20

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Consider Noise Permit

Staff seeks guidance from the Board on this item.

Rationale:

The request is for Saturday, November 14, 2020 from 11am-10pm at 3611 Bevis Lane (McDogs). The current resolution only allows for an (8) hour permit, this request is for an (11) hour permit. The event is for the Colerain Veteran's Memorial. Approval of this request will require the Board to adjust the current Resolution. A second option is to approve the permit from 2pm-10pm.

Two motions (stated in the affirmative) that the Board could consider are:

Motion to approve the noise permit if amended to 8 hours; or

Motion to direct staff to develop an amended Noise Resolution to allow for 11 hour permits at the discretion of the Board



COLERAIN
1794 225TH ANNIVERSARY 2019

PERMIT VALID DATE AND TIME (to and from):

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

Application for Noise Resolution Permit

**MUST BE RECEIVED NO LATER THAN (9) DAYS BEFORE THE NEXT
SCHEDULED BOARD MEETING**

CHRIS GREEN
Name of applicant: COLERAIN VETERANS MEMORIAL
Address where event will be held: McDogs 3611 BEVIS LANE
Type of event: SOLDIERS CHRISTMAS FUND RAISER
Date and Time of Event: 14 NOV 2020 11 AM - 10 PM
Contact number for permit holder: 513-939-4036

Permit applicant must be at the event and in possession of this signed and approved permit. This permit is non-transferable and is only valid for the date and time listed on the approved permit. This permit is not an endorsement or approval by the Township of the type of event taking place.

For Office Use Only, Do not write below this line

Time and date received:

By:

Number of issued permits in calendar year: Residential _____ Business _____

To be placed on Trustee agenda for meeting: / / / (date of meeting)

Permit approved by majority vote of Colerain Township Board of Trustees.

Trustee Raj Rajagopal

Trustee Dan Unger

Trustee Matt Wahlert

Attest: _____

Jeff Baker, Fiscal Officer

COLERAIN

PUBLIC SERVICES

Department: Administration

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

Motion Authorizing the Purchase of Capital Equipment - Truck for Litter Pick Up

Recommend ADOPTION of the Motion.

Rationale:

Consistent with current practice, all capital purchases are brought before the Board of Trustees for approval.

This item was not included in the original 2020 Budget and would need to be appropriated later in this meeting. The total anticipated cost of this item is \$40,000.

This item is necessary for the new litter pick up crew (also under consideration as an addition to the organizational chart later in this meeting). There is currently no equipment available for use for these new positions. These employees will need to have a vehicle to travel to and from the various litter pick up sites and to transport the collected waste from these pick ups. A truck is preferred to smaller equipment (such as a Gator) for safety reasons.

Purchase of this vehicle is contingent on the approval of the new position and supplemental appropriations that will be considered later in this meeting.

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Authorizing The Adoption Of Amended Appropriations For The Year 2020

Recommend ADOPTION of the Resolution.

Rationale:

It is recommended that the litter pickup crew be provided with a small pickup truck and related supplies/materials to ensure safety while on the job site. The estimated cost is: \$40,000

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

Raj Rajagopal, Dan Unger, Matthew Wahlert

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

RESOLUTION NO. _____-20

**RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS
FOR THE YEAR 2020**

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

1. Authorize the Fiscal Officer to prepare and submit a schedule of Amended Permanent Appropriations for the year ending December 31, 2020 to the Hamilton County Budget Commission, as follows;

Fund	Description	Permanent Appropriations
2031	Road and Bridge	\$1,070,613.13

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 _____ day of October, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Jeff McElravy, Finance Director

Resolution Authorizing the Adoption of Additional Appropriations- Coronavirus Aid, Relief, and Economic Security (CARES) Act

Recommend ADOPTION of the Resolution.

Rationale:

The State of Ohio is offering its final round of local government assistance in response to the COVID-19 public health emergency. This resolution appropriates an additional \$301,656.45 in CARES funding to the township, which brings the total appropriation in Fund 2272 to \$2,737,349.

Consistent with the direction of the Board at its 9/8/2020 work session, staff recommends using the funds to cover public safety payroll and equipment expenses, consistent with the restrictions established in the CARES Act and subsequent guidance from the U.S. Department of Treasury and the Ohio Office of Budget and Management.

These funds must be encumbered and spent on the same timeline as the other CARES funds the township has received.

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

Raj Rajagopal, Dan Unger, Matthew Wahlert

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

RESOLUTION NO. _____-20

**RESOLUTION AUTHORIZING THE ADOPTION OF ADDITIONAL
APPROPRIATIONS- CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY
(CARES) ACT**

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

1. Authorize the Fiscal Officer to prepare and submit a schedule of Amended Permanent Appropriations for the year ending December 31, 2020 to the Hamilton County Budget Commission, as follows;

Fund	Description	Permanent Appropriations
2272	Coronavirus Relief Fund- State	\$301,656.45

2. Authorize the Township Administrator to define “substantially dedicated,” for the purposes of expending CARES Funds for personnel expenses, to be the total hours worked and/or the percentage of EMS runs directly attributable to transporting individuals suspected of having contracted COVID-19; and that the following positions meet the substantially dedicated criteria: Fire Chief, Assistant Fire Chief of Operations, Assistant Fire Chief of Administration, Administrative Assistant, Battalion Chief, Captain- Emergency Management Services, Captain- Community Risk Reduction, Captain- Training and Education, Fire Captain, Fire Lieutenant, Fire Safety Inspector, Firefighter EMT, Police Chief, Support Services Commander, Patrol Commander, Investigative Commander, Administrative Sergeant, Investigative Sergeant, Patrol Sergeant, Detective, School Resource Officer, District Detective, Uniformed Patrol Officer, Public Safety Administrative Assistant, Civilian Supervisor, Accreditation Manager, Property Room Manager, and Police Clerk;

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;

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 _____ day of October, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution to Amend Organizational Chart and Roster

Recommend ADOPTION of the Resolution.

Rationale:

At the last two Board of Trustee meetings, several options for new staff positions were discussed as part of the response to trash and debris along the commercial corridors of the Township. Based on this discussion, the Board requested the addition of three positions:

- Environmental Crimes Enforcement Investigator
- Litter Pick Up Laborer
- Litter Pick Up Laborer

The attached resolution will modify and update the organizational chart to include these positions.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____ p.m., on the ____ day of October, 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 Board of Trustees desires to amend the organizational chart and roster to include one Environmental Crimes Enforcement Investigator and two Litter Pick Up Laborers and;

WHEREAS, the new role(s) 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 Township Organizational Chart and Roster be formally amended to include the above referenced positions and is 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 ____ day of October, 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 ____ day of October, 2020.

Jeffrey Baker
Colerain Township Fiscal Officer

ORGANIZATION CHART

Jeff Baker
FISCAL OFFICER

TRUSTEES



Raj Rajagopal



Daniel Unger



Matt Wahler



Geoff Milz

ADMINISTRATOR



Jeff Weckbach
ASSISTANT
ADMINISTRATOR



Jacqueline O'Connell
PUBLIC SERVICES
DIRECTOR



Mike Ionna
PLANNING &
ZONING
DIRECTOR



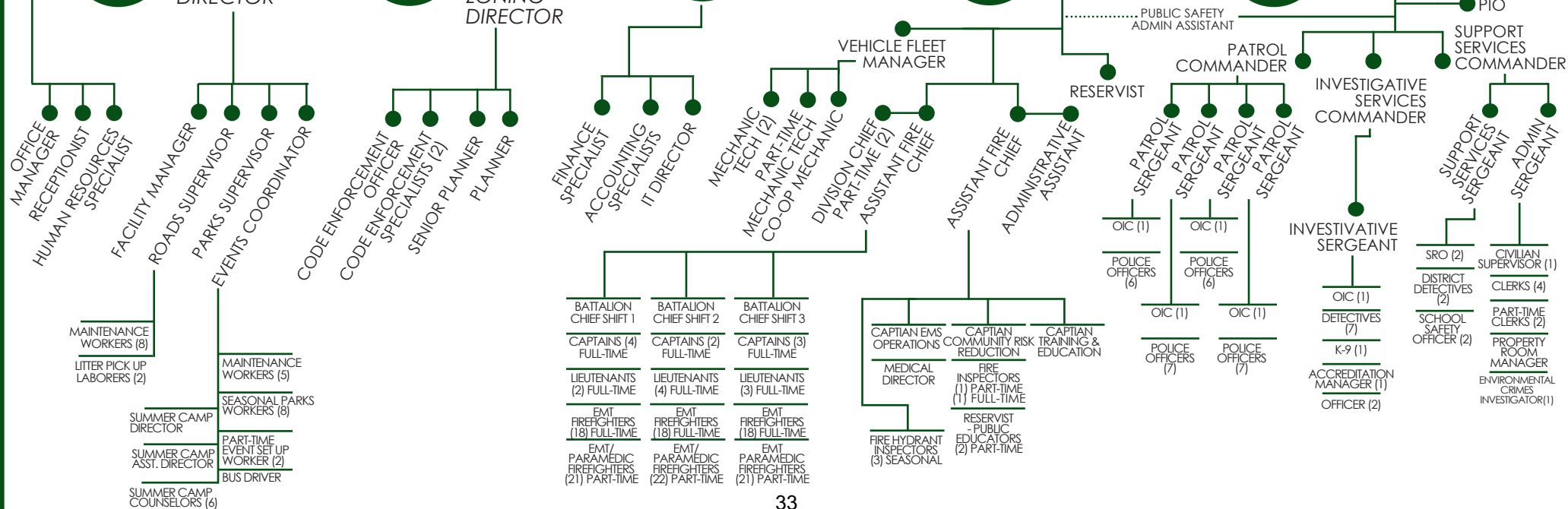
Jeff McElravy
FINANCE
DIRECTOR



Allen Walls
FIRE CHIEF



Mark Denney
POLICE CHIEF





POSITION TITLE Litter Pick Up Laborer	STATUS Part time – Non Exempt
REPORTS TO Supervisor Foreman	Salary Range: \$15/hour - \$15/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED

PURPOSE:

The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township's various commercial corridors.

SCOPE:

Litter and trash removal throughout Colerain Township.

ESSENTIALS ROLES & RESPONSIBILITIES:

May include all duties but not limited to:

- Safely operates equipment used in carrying out the maintenance operations in the Township related to the removal of refuse and trash in the right of way.
- Safely operates various hand tools, hammers, shovels etc.
- Performs various maintenance tasks in accordance with established procedures and performance standards, such as: trash pickup, mowing/trimming of grass, and graffiti removal.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by the Director of Public Services to ensure an accurate, efficient, and prompt complete response.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operating of motor vehicles.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to use hand tools, shovels, and other related equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent.
- Valid driver's license.

PHYSICAL & MENTAL REQUIREMENT:

- 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.

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.

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.



POSITION TITLE Litter Pick Up Laborer	STATUS Part time – Non Exempt
REPORTS TO Supervisor Foreman	Salary Range: \$15/hour - \$15/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED

SIGNATURE

PRINTED NAME



POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of the Environmental Enforcement Investigator is to investigate and remediate violations of Ohio law and Colerain Township resolutions pertaining to the protection of natural resources, prevention of illegal dumping, enforcement of selected property maintenance violations, identify and address conditions that pose a threat to the public.

SCOPE:

Protect the lives and property of the people of the Colerain Township; enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBILITIES:

Environmental Crimes Enforcement Investigators of Colerain Police Department 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.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in a marked or unmarked vehicle as a uniformed or plain clothes officer in the conduct of patrol activities; enforces criminal code, Townships resolutions and maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Establish lines of communication with businesses, business owners, landlords and property owners and work collaboratively with them to remediate environmental or code violations.
- Establish lines of communication with the Hamilton County Municipal Court, Hamilton County Prosecutor's Office and other governmental bodies who may be involved with the remediation or prosecutions of environmental crimes.
- Perform other related duties as required.
- Maintain acceptable standards of conduct.

POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED

- Ability to get along with other employees.
- 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:**

- 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 and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- 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.
- Ability to get along with other employees.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENT:**

High school diploma or equivalent. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

**PHYSICAL & MENTAL
REQUIREMENT:**

- 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. 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-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.



POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED

- Officers 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, IMPACT weapon, mace, Taser, police communication equipment, gun belt, 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.

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 employees' 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

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution on Legislative Priorities

Recommend ADOPTION of the Motion.

Rationale:

Trustees have shared with staff their priorities for the 2021 Strategic Plan. With the adoption of this resolution, staff will incorporate these priorities into the strategic plan with the goal of bringing a draft for first reading at the November Board Meeting.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the 27th day of October, 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. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ADOPTING POLICY PRIORITIES FOR 2021

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township in furtherance of the health, safety and welfare of Township residents, businesses and employees; and;

WHEREAS, the Board of Trustees of Colerain Township desires to establish the policy priorities for fiscal year 2021; and;

WHEREAS, Township Staff conducted two digital surveys to solicit feedback from residents on the desired policy direction of the Township; and;

WHEREAS, this direction will provide high level guidance to staff on the priorities that should be executed in 2021 as part of the Strategic Plan.

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

1. The Fiscal Year 2021 Policy Priorities are as follows:

- A. Reorganize the organizational chart to dedicate more resources to Economic Development within the Township and develop programs and projects that will lead to a more prosperous Colerain Township. (Prosperous)
- B. Develop initiatives such the deployment of additional street trees, electric charging stations and improved streetscapes (Green)
- C. Develop initiatives that combat littering and illegal dumping throughout the Township (Clean).
- D. Create a new brand for the Township.
- E. Improve neighborhood health by focusing on property maintenance and code enforcement; 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. Insko _____, Mr. Rajagopal _____, Mr. Unger _____

ADOPTED this 27th day of October, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matt Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 27th day of October, 2020.

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Jeff Weckbach, Assistant Township Administrator

Motion Authorizing the Township Administrator to Execute an Agreement with the Clippard YMCA for Senior Services

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township currently contracts with the Clippard Family YMCA for the provision of senior programming at the Colerain Community Center. The YMCA provides a range of services on behalf of the Township, including administering the Council on Aging program for Colerain. The attached agreement is for a three year period at an annual rate of \$60,000 per year.

MEMORANDUM OF UNDERSTANDING (MOU)

between

Clippard Family YMCA

and

Colerain Township Community Center

This is an agreement between "**Clippard YMCA**", hereinafter called **YMCA (Party A)** and "**Colerain Township Community Center**", hereinafter called **Township (Party B)**.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to offering a wide variety of quality programming, events and activities for the senior population in Colerain Township and surrounding communities

In particular, this MOU is intended to:

- Enhance the number of quality senior programs, events and activities
- Increase the participation in programs/events/activities of the senior population
- Establish a partnership between the YMCA and Township

II. BACKGROUND

The Clippard Family YMCA is a nonprofit organization whose mission is to build spirit, mind and body. The Y is a cause-driven organization that is for youth development, for healthy living and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health and our neighbors. The Y is for everyone. Its programs, services and initiatives: enable kids, teens, adults, and seniors to realize their potential, prepare teens for college, offer ways for families to have fun together, empower people of all ages to be healthier, prepare people for employment, welcome and embrace newcomers and help foster a community service ethic. And that's just the beginning.

The Colerain Township Vision Statement is to pursue excellence in service to the Colerain Township community. The Township's mission is to engage the residents, businesses and visitors to create a vibrant and safe community through innovation, continuous improvement and a commitment to excellence. This initiative will help fulfill the Township's Vision Statement by providing opportunities for senior residents of Colerain Township to improve their health, safety and welfare.

III. [YMCA's] RESPONSIBILITIES UNDER THIS MOU

[YMCA] shall undertake the following activities:

- Plan, organize and implement all aspects of senior programming for the township.
- Share our Silver Sneakers Program for all eligible participating participants
- Support the Townships initiative of offering stimulating activities and social opportunities through high quality and innovative programs and activities.
- Provide the necessary personnel and volunteers, and administrative support.
- Supply all program-related supplies and materials, including office supplies and promotional material.
- Promote existing and new offerings to YMCA's senior membership, along with partnering through Township promotional opportunities.
- Clean program areas after each program, including tables and floors.
- Review on a quarterly basis with all necessary YMCA staff and Township personnel the direction and success of the partnership.
- Comply with all YMCA policies and procedures
- Maintain enrollment/participation records for all programs, event and activities
- Provide YMCA personnel to manage Council on Aging food programs including:
 - Administer the monthly paperwork associated with the Council on Aging programming. This includes any necessary back up staff/volunteers to assist with the program. It is understood that the YMCA will successfully meet all background checks and other requirements set forth by the Council on Aging in their grant guidelines.
- Provide certificate of insurance in the amount of \$1,000,000 naming Colerain Township as an additional insured.

IV. [Township] RESPONSIBILITIES UNDER THIS MOU

[Township] shall undertake the following activities:

- Develop marketing opportunities through their venues to promote the existing and new programs, events and activities
- Share appropriate space and all facets of facility that would warrant possible success to the programs.
- Colerain Township staff will be responsible for the daily set up of the facility.
- Colerain Township will be responsible for the cleaning the lobby and restrooms.
- Share Township personnel along with COA grant administrator for the annual audit of the program and for the betterment of overall programs and activities of the Senior Center.
- Provide a vehicle and driver for transportation as part of the COA grant program. Support the YMCA in the amount of \$60,000 (2021), \$60,000 (2022) and \$60,000 (2023) with payments being made on a monthly basis at \$5,000 per month.
- Provide office area along with phone, internet accessibility. The Township will work with the YMCA to determine the sharing of cost for any jointly utilized resources or equipment purchases.
- Promote existing and new offerings to Township's senior memberships, along with any other venues through Township promotional opportunities, along with Silver Sneaker and Silver Fit programs and membership fee structure.

- Review on a quarterly basis with all necessary YMCA staff and Township personnel the direction and success of the partnership.
- Train YMCA personnel on any operational systems that would support the success of the partnership
- Maintain continued/new record keeping that would support future funding opportunities for the partnership

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- Modification agreement. This agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this agreement shall be binding unless it is in writing and signed by all parties.
- The YMCA or Township may terminate this agreement at any time for any reason by giving at least thirty (30) days' notice in writing. If the agreement is terminated by the YMCA or Township as provided herein, the YMCA will be paid a fair payment and/or the Township will be compensated for services not rendered. The final payment will be negotiated between the YMCA and Township for work completed as of the date of termination.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Party A's and Party B's authorized officials. It shall be in force from January 1, 2021 to December 31, 2023. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and Dates

Clippard Family YMCA

Colerain Township

Signature

Signature

Printed Name

Printed Name

Date

Date

OLD BUSINESS

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Adopting a Capital Policy

Recommend ADOPTION of the Resolution.

Rationale:

As part of the 2021 Budget development process, staff identified the need for a consistent approach and policy to guide capital purchases throughout all departments. The attached draft has been reviewed and was drafted in concert with an internal cross-departmental team. This policy is based on best practices and existing internal processes. Adoption of this policy will help the Township create an independent capital plan to better budget for the long term capital needs of the organization.

A first reading of this resolution occurred at the October 13, 2020 Board of Trustee meeting.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio,
met in regular session at _____ p.m., on the _____ day of _____, 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 A CAPITAL BUDGETING POLICY

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

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

WHEREAS, the attached policy was drafted based on best practices and includes the
perspective of internal departments; and;

WHEREAS, this policy will supersede all previous versions of any previously adopted
capital budgeting policy.

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

1. The attached Capital Budgeting Policy 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 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 _____ day of _____, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

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

Jeff Baker
Colerain Township Fiscal Officer

2.3 COLERAIN TOWNSHIP CAPITAL BUDGETING POLICY

PURPOSE

This policy outlines the general standards for what is considered to be a capital item and how the Township should budget for capital purchases. Capital purchases may vary annually and these items are typically large purchases that have a long-term useful life. Any capital item should be cataloged and disposed of in accordance with the Township's Inventory and Asset Policy.

DEFINITION OF CAPITAL

There are several key criteria that must be met for an item to be considered a capital item:

- The item must be a physical object that has value and is able to be resold; and
- The item will have an anticipated useful life of a minimum of five years; and
- The direct cost of the individual item must exceed \$10,000.

In rare circumstances, a bundled purchase of a high number of items that do not exceed the \$10,000 per item threshold may occur that should be considered a capital purchase. In general, these purchases will still meet all of the other capital criteria. It will be at the discretion of the Township Administrator to determine if a bundle purchase represents a capital purchase.

In addition to the above descriptions of capital items, for purposes of this policy maintenance of a capital item may be considered capital if the maintenance fits the above criteria and extends the useful life of the equipment by a minimum of five years.

PROCUREMENT AND BUDGETING

All capital items should be purchased according to the Colerain Township Purchasing Policy. In addition to the typical procurement procedures for all purchases, capital items should also be brought forward for Trustee approval. This approval may be sought through the consent agenda, capital purchase list at the Organizational Meeting, or as a stand alone item.

All capital items should be budgeted in the appropriate capital line items in either the General Fund or appropriate special revenue fund. To the extent possible, Departments should plan for and develop a multi-year capital replacement plan that will be incorporated into the Township's Five Year Financial Forecast. This plan will be evaluated each year during the budget process.

OLD BUSINESS

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Adopting an Inventory and Asset Policy

Recommend ADOPTION of the Resolution.

Rationale:

As part of the 2020 Strategic Plan, staff was tasked with improving the Township's existing inventory process, policy, and procedures. After researching various Inventory Policies from other local governments and comparing best practices against internal practices, staff drafted the attached policy for consideration.

A first reading of this resolution occurred at the October 13, 2020 Board of Trustee meeting.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio,
met in regular session at _____ p.m., on the _____ day of _____, 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 AN INVENTORY AND ASSET POLICY

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

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

WHEREAS, the attached policy was drafted based on best practices and includes the
perspective of internal departments; and;

WHEREAS, this policy will supersede all previous versions of any previously adopted
inventory and asset policy.

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

1. The attached Inventory and Asset Policy 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 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 _____ day of _____, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

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

Jeff Baker
Colerain Township Fiscal Officer

2.4 COLERAIN TOWNSHIP INVENTORY & ASSET POLICY

PURPOSE

An inventory and asset management policy provides the Township with guidance on how to capture and adequately document all assets of value for insurance and tracking purposes. This policy will also help Departments and staff to identify and delineate which items should be considered for life cycle replacements.

INVENTORY THRESHOLDS AND ITEMIZATION

The Ohio Revised Code requires that the Township keep an annual inventory of all assets. Given that the ORC provides minimal guidance on what items are required to be maintained as part of the annual inventory, the below inventory thresholds are established for Colerain Township:

- The item is tangible; and
- The cost of the item, when initially purchased, is equal to or greater than the Township's property and casualty insurance deductible; and
- The item is not a permanent fixture; and
- The item is not leased

To the greatest extent possible, the inventory will include:

- A description of the item
- The item serial number or asset tag number
- The source of funding for initial purchase
- The date of acquisition
- The initial purchase price
- The current location of the item

DISPOSAL AND TRANSFER

The Ohio Revised Code provides guidance on the disposition and sale of Township owned assets. The Ohio Revised Code will supersede any requirements set forth in this section of this policy. At the time of adoption, the Ohio Revised Code requires that, in the opinion of the Board of Trustees, any item with a fair market value in excess of \$2,500 shall be sold by public auction to the highest bidder. For items under the \$2,500 threshold, they may be sold privately, auctioned, donated to an eligible non-profit, or disposed of via trash service or other method of destruction.

A resolution should be adopted by the Board of Trustees prior to removal of items on the inventory.

Under certain circumstances, it will be more beneficial to the Township to transfer an item on the inventory between various departments. Items may be transferred between departments provided that when the item is sold, auctioned, or otherwise disposed of that proceeds from the disposition are returned to the original funding source responsible for purchasing the item.

AUDITS AND DISCIPLINE

Annually, a member of Township staff will conduct an audit of the various items found on the inventory list. During this audit, inventory items will be reviewed and updated for any changes in location or other discrepancies. If items are found to be missing from the inventory, the Department Director or responsible staff may be subject to progressive discipline per the Township's disciplinary policy. At a minimum, a physical audit of each Department's inventory must occur once every three years.

As a reminder, as assets are removed from use, appropriate entries in the inventory program shall be made.

Lost or stolen items shall be immediately reported to Township Administrator and Chief of Police.

CONSENT ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Contract - Spring Grove Cemetery - Indigent Burial

Recommend approval of all consent items.

Rationale:

The attached signed agreement is for an indigent burial in Colerain Township. The total cost is 798.90.

THIS FORM MUST BE COMPLETED PRIOR TO THE RELEASE OF ANY BODY FROM THE
MORGUE

STATEMENT OF POLICY

Ohio law places a duty upon the Hamilton County Coroner's office to determine the cause and manner of death of persons who have died suddenly while in apparent good health, and those who have died as a result of criminal or violent means, casualty, suicide, and in a suspicious or unusual manner. In most cases, the cause and manner of death is determined by performing an autopsy. An autopsy is a scientific inquiry by a medical professional that involves an external examination of the body and a surgical dissection so that internal tissues and organs can be removed, examined, and subjected to scientific testing. In most cases, remains of organs are returned prior to the release of the body for burial. Bodily fluids and tissue samples kept for microscopic examination and/or testing are not returned. On rare occasions, good medical practice requires that one or more whole organs (usually the brain or the heart) be retained for extended periods of time to complete examination and testing. Because these tests can take as long as three weeks to complete, the body is often released for the purpose of burial or cremation prior to the return of the organs.

Remains of organs that have been retained in observance of good medical practice for the purpose of examination or testing, or as required by law, may be retrieved by the next-of-kin, his or her authorized agent, or other person permitted by law to deal with the remains of the deceased, by delivering written notice of their intention to retrieve the organs to the office of the Hamilton County Coroner within SEVEN DAYS of claiming the body from the morgue. When the organs are available to be retrieved, the Coroner will notify the person identified in the written notice and the person or agency that originally claimed the body of the deceased. In the event that no written notice is received by the Coroner as described herein, such retained organs may be cremated and dealt with according to law without further notice.

REQUEST TO RELEASE BODY

DECEASED Jerome Cavanaugh

DATE OF DEATH 9/14/2020

The undersigned hereby requests that the Hamilton county coroner release the body of the above named deceased to: Spring Grove Funeral Homes. The undersigned represents that he/she is next of kin of the deceased or other person authorized by law to receive the remains and has full authority to give permission for the release of the body. The undersigned further represents that he/she has read and understands the above statement of policy regarding the autopsy process, the notification procedures required to request the return of organs removed and retained during the autopsy process, and the time limits associated therewith.

[Signature] / 10.9.20
Signature Date

Jeff Weckbach Geoff Milz
Name (Printed or Typed)

Public Official - Colerain
Relationship to the deceased Township

Witnesses:

[Signature]
[Signature]

SPRING GROVE CEMETERY AND ARBORETUM

Cremation No. _____
 Cremation Date: _____
 (Crematory Use Only)

AUTHORIZATION FOR CREMATION AND DISPOSITION

Spring Grove Cemetery and Arboretum (Collectively referred to as "Crematory") and the State of Ohio require that this Authorization Form be completed and signed prior to the cremation. **CREMATION IS AN IRREVERSIBLE AND FINAL PROCESS.** It is important that you understand the cremation process that is described in Section 4.B. of this Authorization Form prior to signing it. We want you to fully understand the information provided in this Authorization Form, so we will be pleased to answer any questions about the cremation process or other questions that you may have.

THE AUTHORIZATION IS NOT A CONTRACT FOR CREMATION SERVICES. A SEPARATE CONTRACT OR CONTRACTS WILL BE REQUIRED TO PURCHASE THE SERVICES OF THE FUNERAL HOME AND/OR CREMATORY.

1. DECEDENT'S INFORMATION

A. IDENTIFICATION (ORC 4717.26 requires that the operator of a crematory facility shall establish and maintain a system accurately identifying each dead human body in the facility's possession, and for identifying each decedent throughout all phases of the cremation process.)

Name of Decedent: Jerome Cavanaugh

Date of Death: September 14, 2020 Time of Death: 11:50 AM Place of Death: Cincinnati, Ohio

Sex: M ☒ F ☐ Age: 77 DOB: October 15, 1942 SS: 295 - 36 4199

(Initials)

The Authorizing Agent has viewed the remains and positively identified them as that of the Decedent; OR

The Personal Representative (i.e. family friend) NAME: _____
 of the Authorizing Agent has viewed the Decedent and positively identified them as that of the Decedent; OR

The Authorizing Agent has DECLINED or is UNABLE to view the Decedent BUT has positively identified them as that of the Decedent through other methods, as documented by the Funeral Home.

Colerain Township Custodial Care.

B. ARTIFICIAL DEVICES

Mechanical devices, artificial implants, pacemakers, and certain nuclear medicine residues may create a hazardous condition when placed in a cremation chamber and subjected to high heat. Please list any Artificial Devices implanted in or attached to Decedent or identify if the Decedent was treated with any Radiopaque Materials.

Description of Devices: Unknown

(Initials)

The Decedent does not have attached, in, or on them any of the Devices described in Section 1.B. on the reverse side; OR

(Initials)

As Authorizing Agent, I/we instruct the Funeral Home to remove each Device listed above and may charge for its services in making or arranging for such removal. Unless indicated directly below, Crematory is to dispose of all such Devices in any manner it sees fit including recycling, and at any time, however Funeral Home and Crematory shall not sell any devices or foreign material from Cremation.

C. PERSONAL PROPERTY

All personal property and effects delivered with the remains of the Decedent to the Crematory, including jewelry, clothes, hair pieces, dental bridgework, eyeglasses, and shoes, will be destroyed in the cremation process or otherwise discarded by the Crematory, in its sole discretion, unless specific instructions for delivery are given. If no specific instructions are given, I/we release the Funeral Home from liability for these items.

(Initials)

As Authorizing Agent, I/we understand that all instructions regarding the delivery or destruction of the Decedent's personal effects are contained in a separate form, see attached *Personal Effects Form*.

D. RECYCLING

After the cremated remains are removed from the cremation chamber, all non-combustible metal materials (insofar as possible) will be separated and removed from the human bone fragments by visible or magnetic selection. The Crematory shall dispose of and/or recycle any non-combustible metallic items including but not limited to hinges, latches, nails, screws, staples, plates, metal prostheses, implants, or any other non-organic materials. The Crematory will not receive direct compensation for the recycled items, but donates the compensation to a charity of its choice.

(Initials)

As Authorizing Agent, I/we have read and understand the Recycling terms and provisions and hereby authorize the disposition of any and all non-organic materials.

2. CREMATION CONTAINER AND URN

A. CREMATION CONTAINER

Ohio Law requires the remains of Decedent to be in a suitable container for cremation. The Crematory requires a combustible cremation container. If the Crematory accepts a non-combustible container, then the Crematory is authorized to dispose of the container in any way it sees fit.

Type of Container Selected: Alternative Cardboard Cremation Container

B. URN

A formal or decorative urn to hold the cremated remains may be purchased but is not required. If an urn is not purchased, the cremated remains must be delivered in a rigid container. If multiple urns / keepsakes are selected please identify in Section 5 all individuals who will be able to receive them.

☒ Urn selected by Authorizing Agent. Description of urn: Black Plastic Temp Urn

☐ Memorialization / Keepsakes/Jewelry #: _____ Description: _____

Total No. Urns/Keepsakes: 1

3. MULTIPLE CREMATIONS, WITNESS, SERVICE, AND TIME

A. MULTIPLE CREMATIONS

(Initials) As Authorizing Agent, I/we authorize the simultaneous cremation of the remains of the Decedent with the decedent named below. I/we certify that this multiple cremation meets the legal requirements set forth on the reverse side.

Name of Other Decedent: _____

B. WITNESSES

The Crematory allows witnessing of the initial cremation process. As authorizing agent I allow:

(Initials) Yes witnesses (see attached Witness Acknowledgement Form); OR

(Initials) No witnesses

C. SERVICES

Prior to the cremation of the Decedent, a visitation and/or funeral ceremony was arranged as set forth below:

Date: _____ Time: _____ Place of Ceremonies: _____

Date: _____ Time: _____ Place of Ceremonies: _____

D. TIME

The cremation of the Decedent cannot take place until all legal requirements including a waiting period have been fulfilled. If the Decedent is not embalmed and if the cremation is not to occur immediately upon delivery of the remains to the Crematory, the Crematory will place the Decedent in a refrigerated facility for which there may be a daily charge.

Decedent: ☐ embalmed. ☒ not to be embalmed.

(Initials) Please initial one of the following:

(Initials) The Crematory may perform the cremation of the Decedent at a time and date as its work schedule permits and without any further notification to the Authorizing Agent.

OR

(Initials) The Crematory is to use its best efforts to schedule the cremation in accordance with the following time: _____

4. AUTHORIZATION & CREMATION PROCESS

A. AGENT

As Authorizing Agent, I/we represent that I/we have the right to authorize the cremation of the Decedent and warrant:

(Initials) As Authorizing Agent, I/we have filled in Section 4.A. I/we understand that any living person who meets the qualifications of any level above or equal to the one I/we filled in would have a superior or equal right to act as the Authorizing Agent I/we do not have actual knowledge of the existence of any living person who has a superior or equal right to act as the Authorizing Agent; OR

(Initials) As Authorizing Agent, I/we have filled in Section 4.A. I/we are aware of a living person or persons who have a superior priority right to act as Authorizing Agent. I/we have made reasonable efforts to contact such person(s) and have been unable to do so. I/we have no reason to believe that the person(s) with the superior priority right would object to the cremation of the Decedent.

Name of Authorizing Agent	Address	Telephone	Relationship*
Colerain Township	4200 Springdale Road, Cincinnati, OH	(513) 385-7500 (home)	Public Official

*Choose from selection in 4.A on reverse side.

B. CREMATION PROCESS

(Initials) As Authorizing Agent, I/we have read and understand the description of the cremation process contained in Section 4.B, on the reverse side and authorize the cremation, processing and pulverization of the remains of the Decedent. I/we further authorize the Funeral Home to deliver the Decedent to the Crematory for the purpose of the cremation.

5. FINAL DISPOSITION

Crematory will deliver or mail (Priority Mail Express) the cremated remains to ☐ Funeral Home; OR ☐ the name and address listed below:

(Initials) _____

The cremated remains will be held by Funeral Home for pick-up, and Location is authorized to release the cremated remains to name and address identified and listed below:

(Initials) _____

Name (Designee): _____ Relationship: _____

Address: _____

Name (Designee): _____ Relationship: _____

Address: _____

Name (Designee): _____ Relationship: _____

Address: _____

(Initials) _____ Other Method Disposition (Describe): Placement in Spring Grove Cemetery; s Non Recoverable Ossuary

6. CERTIFICATION AND INDEMNIFICATION

We have the right and hereby authorize the cremation of the Decedent and the disposition of the cremated remains pursuant to the regulations of the Crematory and the instructions on this form. ~~We agree to release and indemnify the Funeral Home and Crematory, their officers, directors, agents and employees, from any claim, liability, cost or expense resulting from the reliance on or performance consistent with the directions, declarations, representations, authorizations and agreements herein.~~ We release the Funeral Home and Crematory from liability for the cremated remains upon delivery to a reputable common carrier. ~~We agree that the Funeral Home's or Crematory's liability for future negligent acts (of itself or its agents or employees) is limited to a refund of the cremation fees paid by method.~~ We warrant that all representations and statements contained in this form are true and correct. These statements are being relied upon by the Funeral Home and Crematory. We have read and understood all pages of this document.

This authorization for cremation and disposition was requested at SGCS, this 9th day of October, 2020.

Signature of Authorizing Agent: [Signature] Name: Colerain Township

Signature of Authorizing Agent: _____ Name: _____

Signature of Authorizing Agent: _____ Name: _____

Signature of Authorizing Agent: _____ Name: _____

Signature of Authorizing Agent: _____ Name: _____

Signature of Authorizing Agent: _____ Name: _____

Witness*: _____ Name: _____

*If a Funeral Director witnesses the execution of this Authorization by the Authorizing Agent, the Funeral Director verifies, based on the representations of the Authorizing Agent(s) listed in Section 4, that the Decedent being transferred to the custody of the Crematory are those of the Decedent identified in Section 1, and represents that a Burial Permit, Burial Transit Permit or Cremation Permit authorizing the cremation of the Decedent will be delivered to Crematory.

7. FUNERAL HOME AND CREMATORY

The Authorizing Agent authorizes the Funeral Home and Crematory set forth below to carry out the directions and instructions of the Authorizing Agent contained in this Authorization.

Name of Funeral Home: Spring Grove Funeral Homes/Spring Grove Cremation Container

Address: 9100 Plainfield Rd, Cincinnati, OH 45236

Crematory: Spring Grove Cemetery & Arboretum

Address: 4521 Spring Grove Avenue, Cincinnati, Ohio 45232
(513) 681-6680 or 1(888) 863-2230

8. CERTIFICATE BY FUNERAL HOME UPON TRANSFER OF DECEDENT'S REMAINS TO CREMATORY

The Funeral Home certifies that the remains being transferred to the custody of the Crematory are those of the Decedent identified in Section 1 hereof and that the Funeral Home, based upon the representations of the Authorizing Agent in Section 4 hereof, has taken reasonable precautions to ensure the removal of any Device listed in Section 1.B. from the Decedent or to render such Device non-hazardous. The Funeral Home also certifies that any items listed in Section 1.C. hereof have been removed from the remains of the Decedent for the purpose of delivery to the Authorizing Agent.

Date: _____ FUNERAL HOME: Spring Grove Funeral Homes/Spring Grove Cremation Container

By: _____
(Licensed Funeral Director)



SPRING GROVE
Cemeteries · Funeral Homes · Cremation
www.springgrove.org

Spring Grove Funeral Homes

☐ Spring Grove-Main
☐ Tri-County

☐ Hyde Park
☐ Reading / Sharonville

INVENTORY and DISPOSITION of PERSONAL EFFECTS

Deceased: Jerome Cavanaugh

Date Received: 10/9/2020

Qty.	Item/Description	Funeral Home Dispose	Bury or Cremate with Deceased	Place with Cremated Remains	Return to Family
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

Delivered By: On Transfer-HCCO

Received By:

Authorization for Disposition

The above listed personal belongings were received and shall be disposed of as indicated above; the disposition is authorized by:

Heidi M. L.

[Signature]

10.9.20

Name of Authorizing Agent (Print Clearly)

Signature of Authorizing Agent

Date

* If Disposition is listed as "Return to Family", the following individual may receive said items:

Name

Relationship

Phone

Acknowledgement of Receipt of Personal Effects

I hereby acknowledge receipt of the above listed items

Name of Authorizing Agent (Print Clearly)
Or, individual listed above to receive items

Signature of Authorized Agent
Or, individual listed above to receive items

Date

Funeral Home Verification of Disposition of Personal Effects

I hereby verify the disposition of the personal effects as listed above.

Name of Funeral Director (Print Clearly)

Signature of Funeral Director

Date

NOTES:

3/28/2019 V2.1

Ossuary Inurnment Authorization

TO:



SPRING GROVE
Cemeteries - Funeral Homes - Crematory
www.springgrove.org

Spring Grove Cemetery and Arboretum ("Cemetery")
4521 Spring Grove Avenue
Cincinnati, Ohio 45232-2925

Pursuant to and subject to the Cemetery's Rules and Regulations as in effect from time to time (the "Rules and Regulations"), I hereby make the authorizations set forth below. Terms used in this document which are defined in the Rules and Regulations have the meanings set forth therein; for example, "burial" includes interment, entombment, and inurnment.

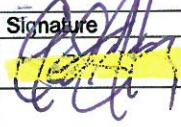
This authorization pertains to the following burial location in the Cemetery (collectively, the "Location"):
Garden LN, Section 141G, Lot 0

Name of the Deceased: Jerome Cavanaugh

I understand that the Deceased will be inurned in a place designed for the communal disposition of cremated remains of multiple unrelated persons, where the urns used are made from biodegradable material resulting in eventual commingling of remains in contact with the soil. No individual memorialization on the ossuary is permitted in connection with any inurnment in an ossuary but a cenotaph may be placed elsewhere in the Cemetery in accordance with applicable rules for the selected cenotaph location. Unless otherwise directed, the Cemetery will maintain a listing of each person inurned in an ossuary on its website and in any other public directories of burials in the Cemetery. Remains placed in an ossuary are not recoverable, and the Cemetery shall have no liability for failing to disinter, or attempt to disinter, remains in those locations if the Cemetery determines that recovery is not likely to be feasible.

I certify that the information provided by me in this Authorization and attachments is true and correct, and I agree to defend and indemnify the Cemetery against any third-party claim arising from reliance on this Authorization.

I hereby authorize the burial of the Deceased in the Location.

Signature	Print Name	Relationship to the Deceased	Date
	Jeff Weckbach Geoff Miltz	Public Official-Colerain Township	10/9/2020

Spring Grove Cremation Society Representative

10/9/2020

Date

Revised 05/2019

Office
4521 Spring Grove Avenue
Cincinnati, Ohio 45232
Phone (513) 681-PLAN (7526)

Spring Grove Cemetery and Arboretum
-Purchase Agreement-



Contract# _____

The undersigned, referred to (together if more than one) as "Purchaser", subject to the terms and conditions set forth on both sides of this Agreement, agrees to purchase from Spring Grove Cemetery and Arboretum ("Cemetery") the right(s) indicated below:

LAND 1 Burial right(s)
Section 141G Lot 0
Space(s) _____ Lot Area: ~ sq. ft. \$ 300.00
If number of Burial rights not specified, the number of Burials permitted depends on the size and shape of the Lot and will be determined under Cemetery's Rules and Regulations in effect at time of Burial.
MAUSOLEUM/LAWN CRYPT _____ Entombment right(s) in the _____ Mausoleum,
Crypt Location _____ \$ _____
Lawn Crypt, Section _____ Unit _____ \$ _____
NICHES _____ Inurnment right(s)
Niche Location _____ \$ _____

OTHER FEES
____ Cremation Certificate(s) \$ _____
____ Opening and Closing Fee (of interment space) \$ _____
____ Second Right(s) of Disposition (right to place an additional urn in the crypt or space listed, or other location if specified: _____) \$ _____
PRODUCTS/MERCHANDISE
____ Outer Burial Container(s) \$ _____
(or substantial equivalent)
____ Marker(s) \$ _____
(or substantial equivalent)
____ Monument(s) \$ _____
(or substantial equivalent)
____ Urn(s) \$ _____
(or substantial equivalent)
1 OTHER Placement Certificate \$ - 300.00
(or substantial equivalent)

Alternate space selection _____ (to be used if the space designated above is unavailable).

Sales Tax \$ 0.00

This space is ☐ existing ☐ under construction ☐ planned

Services of Cemetery personnel in opening and closing head, crypts and niches at the time of use are included only if purchased above.

TOTAL CASH PRICE \$ 0.00

Upon payment in full, ownership of the above rights is to be registered in the name(s) of the following registered owners

Jeff Weckbach-Colerain Township

Such right(s) cannot be used until the Total Sale Price is paid, and until such time, Cemetery reserves a security interest and the title to all property being purchased.

Total Sale Price (cash price)	\$ 300.00
Less:	
Cash Down Payment	\$ _____
Exchange Credit	\$ _____
Total Down Payment	\$ Placement Certificate \$300.00
Unpaid Balance	\$ 0.00
Purchaser agrees to pay the Unpaid Balance on or before _____	
THERE IS NO FINANCE CHARGE	

This Agreement shall become effective when accepted by the Cemetery. Purchaser acknowledges receipt of a completed and signed copy of this Agreement.
The Cemetery will notify the Purchaser within 14 days if this agreement is not accepted.
(See the reverse side of this form for additional terms and conditions.)

THE CEMETERY'S RULES AND REGULATIONS ARE PART OF YOUR CONTRACT AND ARE SUBJECT TO CHANGE FROM TIME TO TIME. YOU ACKNOWLEDGE THAT YOU HAVE BEEN GIVEN A FREE COPY OF THE CURRENT RULES AND REGULATIONS PRIOR TO SIGNING THIS AGREEMENT. UPON ANY LATER REQUEST, THE CEMETERY AGREES TO GIVE YOU A FREE COPY OF THE VERSION THEN IN EFFECT.

YOU, THE PURCHASER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE NOTICE OF CANCELLATION ON THE REVERSE SIDE OF THIS FORM FOR AN EXPLANATION OF THIS RIGHT.

Sign Here

Signature _____
Jeff Weckbach-Colerain Township - JEFF
Signature _____
4200 Springdale Road
Street
Cincinnati, Ohio 45251
City, State, Zip Code
513-385-7500
Phone (Home) (Work) (Cell)
Email: _____

Cemetery Acceptance _____ Date _____
Remarks _____
Placement of: Jerome Cavanaugh
in Spring Grove Ossuary Section 141G, Lot 0
Prepared by _____ Date _____

Funeral Purchase Agreement



Spring Grove Funeral Homes
9100 Plainfield Rd, Cincinnati, OH
45236
(513) 853-6868

No. 20-5-500802
Deceased: Jerome Cavanaugh
Date of Death: 09/14/2020
Place of Death: Cincinnati, OH
Date of Statement: 10/09/2020

A. CHARGE FOR SERVICES SELECTED

Professional Services
Basic Services or Overhead \$347.00
Cremation at Spring Grove Crematory \$175.00

Facilities, Equipment & Staff:

Transportation:
Removal of deceased from place of death into our
care (within 25-mile radius) \$220.00
TOTAL OF SERVICES SELECTED \$742.00

B. MERCHANDISE

Cardboard Cremation Container \$25.00
Temporary Plastic Container (For Cremated
Remains) \$25.00
TOTAL OF MERCHANDISE \$50.00

TOTAL FUNERAL HOME CHARGES \$792.00
(this does not include Cash advances)

C. CASH ADVANCES

(Payments made to others on your behalf.)
Burial/Cremation Permit \$3.00
TOTAL CASH ADVANCES: \$3.00

STATEMENT OF

FUNERAL GOODS AND SERVICES SELECTED

Charges are only for those items you selected or that are required. If we are required by law or by cemetery or crematory to use any items, we will explain the reasons in writing below. If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as direct cremation or immediate burial. If we charge for embalming, we will explain why below.

Legal, cemetery or crematory requirements compelling the purchase of any items listed herein.
Reason for Embalming: _____
Cemetery Requirements: _____
Crematory Requirements: _____

Price Lists: The Purchaser, by signing below, acknowledges they were given a copy of the price lists indicated below.

General Price List Casket Price List Outer Burial Price List

Disclaimers of Warranties

The only warranty on the casket and/or outer burial container sold in connection with this service is the express written warranty, if any, granted by the manufacturer. Spring Grove Funeral Homes makes no warranty express or implied, including any implied warranty of fitness for a particular purpose, with respect to the casket and/or outer burial container.

We acknowledge that the funeral home's standard processes may include the capture and storing of the Decedent's finger or thumb print(s) which may be used for: (1) identifying; tracking the deceased and/or the deceased's property; or (2) later use by the family for creating memorial mementos or other memorialization

Acknowledgements & Agreement To Pay

In the event I default in payment to Spring Grove Funeral Homes, I agree to pay reasonable attorney's fees and court costs in addition to any late charges applicable. I understand and agree that I am assuming personal liability for the charges set forth in this Statement and that this is in addition to the liability imposed by law upon the estate of the deceased. By my signature below, I hereby acknowledge receipt of a copy of this Statement.

Initial All Insurance Assignments are pending verification from the Insurance Company(s)

Initial Payment is due by

SUMMARY

A. Services \$742.00
B. Merchandise \$50.00
C. Cash Advances \$3.00
Sales Tax \$3.90
GRAND TOTAL \$798.90

PAYMENTS

PAYMENTS TOTAL: \$0.00

Credits & Adjustments

BALANCE DUE: \$798.90

I/We agree to pay the full balance on this statement, plus any late charges, in the event I/We default in payment of the funeral account. If more than one person is signing this agreement, I/We agree that we are individually responsible for the entire balance due. I/We understand and agree that any portion of this account not paid by any individual signer is the full responsibility of each and every signer. I/We agree to pay reasonable attorney's fees and court costs in addition to any applicable collection fees, interest, and late fees. I/We assume personal liability for the charges set forth in this statement and acknowledge that this is in addition to the liability imposed by law upon the estate of the deceased. By my signature(s) below, I/We hereby agree to all of the above and acknowledge receipt of a copy of this statement.

Signature of Purchaser Date

Colerain Township

Purchaser Name

4200 Springdale Road Cincinnati, OH

Address City, State Zip

(513) 385-7500 (home)

Phone

ACCEPTANCE: This funeral establishment agrees to provide all services, merchandise, and cash advances indicated on this Statement.

BY:

Funeral Director: Samantha Bonham

Signature of Co-Purchaser Date

Co-Purchaser Name

Address City, State Zip

Phone

Spring Grove Funeral Homes

License #:

CONSENT ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Contract - OpenGov - GIS Flag

Recommend approval of all consent items.

Rationale:

This contract addendum is free to the Township.



Project Change Order	
Customer:	Colerain Township, OH
Project:	PLC
Document Number:	CO 01
Date Requested:	10-12-2020
Requested by:	Adam Lee

Reason for Change

GIS Flag integration should have been included in the original Statement of Work, but was not.

Scope of Change

Addition of:

Flag integration (per system)

OpenGov will enable Flag Integration:

To be used for geo-rule automation. Import a list of flags into the PLC suite. Flags can be provided in separate files, or as additional columns on their MAT. Number of datasets and systems to be completed in accordance with order form.

Project Impact (Schedule and Cost)

- There is no cost impact to the project, as the feature was in the order form already.
- There is no schedule impact to the project.

Approvals

OpenGov

Signature:

Name: Paul H. Denton

Title: CFO

Date: 10/13/2020

DocuSigned by:

A7E3687D6FFE426...

Customer

Signature:

Name:

Title:

Date: 10.13.20



CONSENT ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Contract - Hamilton County Land Reutilization Corporation - Termination of Purchase/Sale Agreement

Recommend approval of all consent items.

Rationale:

This contract terminates the purchase and sale agreement for 6700 Schuster with the Hamilton County Land Bank.

TERMINATION OF SALE/PURCHASE AGREEMENT

This Termination of Sale/Purchase Agreement (the "Termination"), effective as of the Effective Date (hereinafter defined), is made by and between the **Colerain Township Board of Trustees**, a political subdivision of the State of Ohio ("Purchaser"), and the **Hamilton County Land Reutilization Corporation**, an Ohio non-profit community improvement corporation organized and existing under Ohio Revised Code Chapters 1724 and 1702 ("Seller").

Recitals

WHEREAS, as of October 18, 2019, the Parties entered into a certain Sale/Purchase Agreement for the purchase and sale of the property commonly known as 6700 Schuster Court, Colerain Township, OH 45239, and more particularly described as Hamilton County Parcel No. 510-0074-0350-00 (the "Agreement").

WHEREAS, the Parties now wish to terminate the Agreement, in accordance with the terms and conditions set forth herein.

Agreement

THEREFORE, the Parties agree as follows:

1. Recitals and Definitions. The foregoing recitals are incorporated into this Termination as though fully set forth herein. All capitalized terms not defined in this Termination shall have the meanings assigned to them in the Agreement.
2. Termination. The Agreement is hereby terminated in accordance with the terms and provisions of the Agreement, and the parties are hereby relieved of any and all obligations to one another under the Agreement.

Intending to be legally bound, the Parties have entered into this Termination as of the latest date set forth below (the "Effective Date").

SELLER:

Hamilton County Land Reutilization Corporation

By: Port of Greater Cincinnati Development Authority
Its: Management Company

By: _____
Philip Denning, Executive Vice President

Date: _____

PURCHASER

Colerain Township Board of Trustees

By: _____

Printed Name: _____

Title: _____

Date: _____

CONSENT ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Contract - Infotech - Bidding Software

Recommend approval of all consent items.

Rationale:

This contract gives our Public Services Department access to an online bidding software.



Info Tech, Inc., DBA Infotech
2970 SW 50th Terrace
Gainesville FL 32608-5076
Phone: (352) 381-4400

Bid Express® (www.bidexpress.com) Order Form

Agency:

7/23/2020

Name: Colerain Township, OH
Department/Division: Department of Public Services/Roads Division
Address: 4160 Springdale Road
Colerain Township, OH 45251

Primary Contact:

Name: Kraig Rieman
Email Address: Krieman@colerain.org

Service Description	Quantity of Solicitations	Annual Fee
Solicitations on Bid Express Service at www.bidexpress.com	Unlimited	\$0

Approved and
Terms of Use
Accepted:



Signature

10.16.20

Date

Printed Name:



Title:

**Terms:**

Your use of the Bid Express service at www.bidexpress.com is governed by the following terms:

Agency agrees that Infotech may refer to Agency by name and may briefly describe Agency's Business in Infotech's marketing materials and web site.

Agency's use may begin when it submits a signed Order Form to Infotech. Infotech grants Agency the right to use the Bid Express service on an annual basis which automatically renews.

Terms and Conditions of Use for the Bid Express® Service are found online:

<https://www.infotechinc.com/terms-of-service/>

<https://www.infotechinc.com/bid-express-service-terms/>

<https://www.infotechinc.com/privacy-policy/>

<https://www.infotechinc.com/dmca-policy/>

CONSENT ITEMS

Department: Police

Department Head: Mark Denney, Police Chief

Contract - McSwain - PD Carpet

Recommend approval of all consent items.

Rationale:

This contract provides for the replacement of carpeting in the Police Department.



Contract Proposal

Date: 10/01/20

Customer: Colerain Township

Job / Description: Police Station Offices

Contact: Nancy Spears

Phone: (513) 923-5015

Fax:

Description	Price
Executive Offices – Furnish & Install Carpet Tile	\$3,700
Sargent's Office – Furnish & Install Carpet Tile	\$1,580
Front Offices – Furnish & Install Carpet Tile	\$1,370

Note:

Price Includes: Material, Labor, Adhesives, Freight

Price Excludes: Unknown Floor Prep, if needed \$ 45.00 per man hr. plus materials, Furniture moving, disconnecting electric lines, Computers, Phones, Moving personal breakable items.

Standard conditions

- Clear desks, credenza, tabletops, bookcases, shelving, plants, closet floors and other items requiring special care.
- Provide access to all areas where existing flooring adjoins new flooring.
- Additional floor preparation available for \$45.00 per man-hour plus materials.
- With patterned carpet, perfect pattern match at seams may not be attainable.
- McSwain Carpets reserves the right to delay installation if job conditions dictate.
- Excludes repair or prep of any unforeseen condition after existing carpet has been removed.

Terms

- You must allow two weeks from date of order to installation for material in stock at the mill.
- McSwain requires a 24 hour notice to cancel a scheduled installation date or a surcharge of \$75.00 will be billed.
- This proposal may be withdrawn if not accepted within 30 days.
- Payment net is due 30 days unless otherwise noted.
- Acceptance of the proposal by McSwain Carpet is subject to credit approval and may require a completed credit application.

Acceptance

If in agreement with this proposal, please read and initial all pages; sign and fax back both pages.

Signature: 

Title: Two Administrator

Date: 10.11.20

Respectfully submitted by: Jim Tolliver
Phone: (513) 354-4465
Email: jtolliver@mcswaincarpets.com

Contacts at McSwain Carpets

Sales Representative/Project Manager: Jim Tolliver (513) 354-4465
Installation Manager: Rob Toles (513) 200-1660


DESIGN

Product Type:	Tile
Construction:	Tufted
Minimum Sq Yd:	No Minimum
Surface Texture:	Textured Multi Colored Loop
Gauge:	1/10 (39.37 rows per 10 cm)
Tufted Pile Weight:	19.0 oz. per sq. yd. (644 g/m²)
Finished Pile Thickness:	.133" (3.38 mm)
Total Thickness:	.286" (7.26 mm)
Stitches Per Inch:	11.6 (45.67 per 10 cm)
Dye Method:	Solution Dyed / Yarn Dyed
Fiber Type:	Colorstrand® Nylon
Stain Release Technology:	EcoSentry Plus Stain Protection
Soil Release Technology:	EcoSentry Soil Protection
Density:	5,143
Weight Density:	97717
Backing Material:	EcoFlex ICT
Alternate Backing:	Upgrade to NXT or NXT AIR Backing for Red List Free. Min req'd. Contact Rep for Details.
Installation Method:	Quarter Turn
Size:	24" x 24" (.6096 m x .6096 m)
Pattern Repeat:	Not Applicable

SUSTAINABILITY

Pre-Consumer Recycled Content:	48%
NSF 140:	EcoFlex ICT - NSF 140 Gold
Indoor Air Quality:	CRI Green Label Plus GLP1098
Declare Label:	Declared

PERFORMANCE

Flammability:	ASTM E 648 Class 1 (Glue Down)
Smoke Density:	ASTM E 662 Less than 450
Static Propensity:	AATCC-134 Under 3.5 KV
Foot Traffic Recommendation TARR:	Heavy

SERVICE

Warranties:	Lifetime Limited Carpet Tile Warranty, Lifetime Static
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358
Scientist
Quickship Available



689
Architect
Quickship Available



859
Composer
Quickship Available



862
Educator
Quickship Available



883
Scholar
Quickship Available



884
Philosopher
Quickship Available



955
Archaeologist
Quickship Available



983
Mathematician
Quickship Available



999
Writer
Quickship Available