

Minutes

December 8, 2020

1. Opening of Meeting

Mr Unger called the meeting to order at 7:00pm.

All Trustees and Fiscal Officer were present

2. Pledge of Allegiance 7:00 PM

All recited the Pledge of Allegiance

3. Meditation (Moment of Silence)

4. Fiscal Office – Approval of Minutes from November 10, 2020

Approval of the minutes from the November 10th, 2020 meeting. Motion Mr Unger, Seconded Mr Rajagopal. All voted Yes

Approval of the revised minutes from April 28th, 2020. Motion Mr Unger, Seconded Mr Wahlert. All voted Yes

Approval of the revised minutes from May 26th, 2020. Motion Mr Unger, Seconded Mr Rajagopal. All voted Yes.

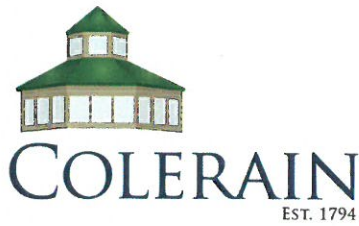
Approval of the revised minutes from June 9th, 2020. Motion Mr Unger, Seconded Mr Rajagopal. All voted Yes.

5. Presentations

a. Hamilton County LEAD- Megan Gosney

The Director of the LEAD (Law Enforcement Assisted Diversion) will outline the program they are offering Colerain Police.

Presentation given by Callie Ward (LEAD senior case manager)



b. UC Health Mobile Stroke Unit Presentation

The mobile stroke unit is advanced stroke care on the move bringing the strength of the UC Health stroke team directly to the patient when seconds matter most. The mobile stroke unit comes equipped with a computed tomography (CT) scanner to help diagnose a stroke as well as the ability to begin treatment before the patient arrives at the hospital. Presentation given by Will Mueller. Dr Christopher Richards made comments regarding strokes and the UC Health Mobile Stroke Unit.

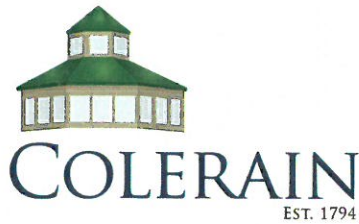
c. Presentation: Community Health Coordinator

At the November 10th meeting of the Board of Trustees, Trustee Wahlert asked for a presentation on the new Community Health Coordinator role and our partnership with Hamilton County Public Health. Chief Will Mueller provided the Board with information on this new role. Presentation and discussion led by Will Mueller regarding the position of Community Health Coordinator.

6. **Citizens Address**

Robert Ricardi - Regarding the article titled KPI in the electronic newsletter. The statistics in the article can be far more informative if it included the total number of subscribers and the total views per month. Keep up the good work.

Kevin Brehm - Has concerns with an ongoing issue at 6830 Cheviot Rd with trash being dumped there.



7. Administrative Reports

Jeff Weckbach - Addressing Mr Ricardi's email. Cerkl works off each individual post. It doesn't account for a per post basis. 1,120 is the answer to Mr Ricardi's 1st question. Mr Wahlert - Regarding the property at the bottom of the Springdale Connector and Blue Rock Rd it is my understanding that will be a new UDF? Mr Weckbach - That is my understanding. Mr Ionna - The property owner is currently going to the process of subdividing the property. To date, there is no official word on what will be there, however staff has heard that a UDF is going in there.

Chief Walls - For the month of November we responded to 730 calls for emergency medical incidents, 181 Fire Incidents, 38 responses into Springfield Township. Monthly fire loss was \$15,050. 5:25 average response time and 69% of calls were responded to in 6 minutes or less

Chief Denney - Thanked the Board and the Township Administration for their support during the officer involved shooting.

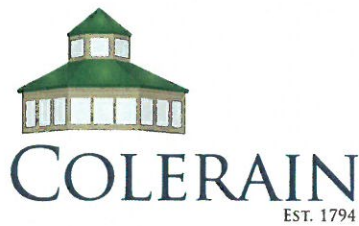
8. Trustees' Report

Mr Wahlert - Thank you to the entire administration for the work on the second Farmers to Families Event. Merry Christmas and Happy New Year to everyone. Thanked all those in the Administration for their sacrifice of working during the Holidays

Mr Rajagopal - He's glad to see Matt Wahlert tonight and he is happy he is feeling better. Metro is installing 3 shelters and 3 benches at Colerain bus stops. Looking forward to 2021.

Mr Unger - Regarding the license fees. Just saw where the deadline for license renewal timeline has been extended. He's not sure how that will affect the fees we receive. He's looking forward to getting back to in person meetings. The closing of the Brent Spence Bridge has put a hamper on traffic around 275 through Colerain. Regarding the litter pickup. We have received a couple applicants for the litter positions. The job is still posted so apply if you are interested. There's been negatives and positives but the staff at Colerain has stayed together.

9. New Business



Public Safety

- a. Motion to Authorize the Township Administrator to Renew the Personal Services Agreement with James Love

Chief Denney Recommends ADOPTION of the Motion.

Rationale:

Pastor Love has served as the Police Department's PIO for 6 years. This renewal is a two-year agreement. The rate of compensation remains \$1017.00 per month for the first year (the same rate as in 2018, 2019, 2020), then is increased to \$1100.00 per month for the second. Pastor Love's role has changed significantly over the past few years. In addition to serving as the PIO, he has represented the Township in many ceremonies (funerals, holiday events, etc) and engages in community policing with the PD.

Motion Mr Wahlert, Seconded Mr Rajagopal. All Voted Yes

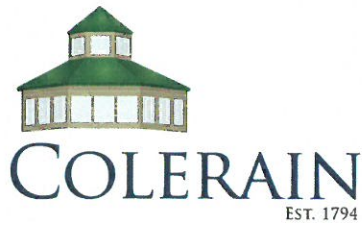
- b. Motion Authorizing Township Administrator to Execute a Memorandum of Understanding with Hamilton County to implement the LEAD Program

Chief Denney recommends ADOPTION of the Motion.

Rationale:

The Law Enforcement Assisted Diversion program provides a way to connect people contacted by law enforcement due to homelessness, drug addiction or mental health issues with social services in Hamilton County. This is a powerful tool that allows police to divert putting people suffering from these issues in the criminal justice system.

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes



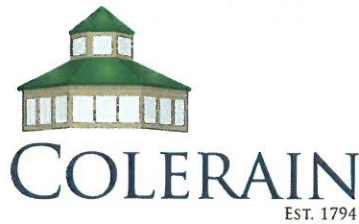
- c. Motion to Authorize Agreement with Focus Safety Strategies, LLC for a Police Staffing Study

Chief Denney recommends ADOPTION of the Motion.

Rationale:

Adoption of this motion would authorize Focus Safety Strategies, LLC to conduct a staffing and workload study of the Police Department. The cost of the 5-month study is \$16,775. The Police Department has drug seizure funds available to pay for this study. The Police Department has never had a department-wide needs study conducted. This is an opportunity to have experts in the public safety field look at our operations and provide educated insight into our needs and operations.

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes.



d. Motion Authorizing Capital Expenditure for a Training Tower Storage Building

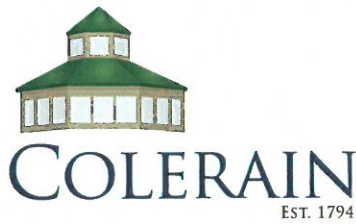
Chief Walls recommends ADOPTION of the motion.

Rationale:

This capital purchase request (2020) is for the construction of a 24' x 24' post and frame building that will replace three (3) pod storage containers that are housed at the fire department's training tower site. The quote and scope of work are attached to this purchase proposal. The current pod containers store a host of training equipment that includes self-contained breathing apparatus, ladders, straw for live fire training, physical performance evaluation equipment, small engine equipment, and miscellaneous equipment and supplies needed to train our firefighters. The pod storage containers have exceeded twenty years of age and are in a state of disrepair. The photos contained within this proposal depict the degradation that has occurred over the last two decades. These pods have several areas where corrosion has allowed for water infiltration to occur thus causing damage to the equipment contained within. Additionally, the doors have become inoperable or unsafe to operate as the structures continue to degrade. The floors have worn through causing sagging and holes that are safety hazards to the personnel that enter. These pods have undergone repairs numerous times in an attempt to increase their longevity. However, those repairs can no longer be completed.

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes

Public Services



- a. Resolution For Disposal By Sale Of Equipment And Vehicles Which Are Obsolete, Unfit, Or Unneeded For Public Use (Picnic Tables)

Ms O'Connell recommends ADOPTION of Resolution #66-20.

Rationale:

The picnic tables have been removed from Colerain parks due to condition. They will be disposed of at auction via GovDeals website.

Motion Mr Unger, Seconded Mr Wahlert

Vote Mr Rajagopal - Yes, Mr Unger - Yes, Mr Wahlert - Yes

Planning & Zoning

- a. Motion to set Public Hearing on January 12, 2021 at 7PM - Zoning Map Amendment (ZA2020-06) - 66 Unit Townhome Development

Mr Ionna recommends the motion

Motion - Mr Unger, Seconded Mr Wahlert. All voted Yes.

- b. Motion to Approve 2021 Meeting & Submission Dates for the Zoning Commission

Mr Ionna recommends ADOPTION of the Motion.

Rationale:

The Board of Trustees approves the schedule of the Zoning Commission

Motion Mr Wahlert, Seconded Mr Rajagopal. All voted Yes

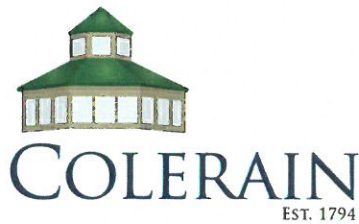
- c. Motion to Approve 2021 Meeting & Submission Dates for the Board of Zoning Appeals

Staff recommends ADOPTION of the Motion.

Rationale:

The Board of Trustees approves the regular meeting schedule of the Board of Zoning Appeals

Motion Mr Wahlert, Seconded Mr Unger. All Voted Yes



d. Motion to Approve Zoning Department 2021 Fee Schedule

Staff recommends ADOPTION of the Motion.

Rationale:

There are no changes to the Planning and Zoning fee structure from 2020 to 2021. A fee was added for Appeal of the Zoning Administrators Decision under the Board of Zoning Appeals application. This addition was made to correct an existing omission of the application type and corresponding fee on the existing fee schedule.

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes

Administration

a. Motion to Adopt the 2021 Strategic Plan & Budget

Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

One goal of this administration is to align our financial resources with the work we want to accomplish. This means that we must understand the priorities of our trustees and residents, articulate those priorities clearly - in the form of a strategic plan - and then align the financial resources of the township - in the form of a budget - to accomplish the priorities. This document articulates our organization's goals, strategic initiatives and summarizes our budget for 2021. Strategic Plan and Budget Book are available on line.

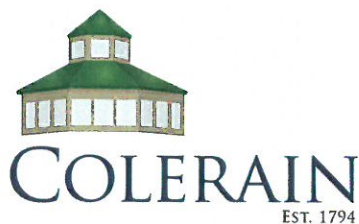
Motion Mr Unger, Seconded Mr Rajagopal.

Discussion - Mr Wahlert - I'm not convinced of the need of the addition of the new finance position.

Mr Unger - I see Mr McElravy working long hours and doing more than he's responsible for to get the job done. He plans to support the position.

Mr Rajagopal- Agreed with Mr Unger and says the new position goes to support the stance of the Township's Best Practices

All Voted Yes.



b. Resolution Adopting Temporary Appropriations for 2021

Mr Weckbach recommends ADOPTION of Resolution #67-20.

Rationale:

By adopting the temporary appropriations, expenditures can continue effective January 1, 2021.

Motion Mr Unger, Seconded Mr Rajagopal

Vote Mr Rajgaopal - Yes, Mr Unger - Yes, Mr Wahlert - Yes

c. Resolution Adopting Organizational Chart And Job Descriptions

Mr Weckbach recommends ADOPTION of Resolution #68-20.

Rationale:

Attached to this document is the formal table of organization for the Township that aligns with the 2021 Strategic Plan & Budget Book. It includes updated job descriptions for all roles. Below is a summary list of changes that were made to job descriptions for 2021:

- New Description Created: Development Officer
- New Description Created: Senior Development Officer
- New Description Created: Fleet Mechanic I
- New Description Created: Fleet Mechanic II
- Pay Band Updates: Changes were made to many pay bands based on a recent salary survey.
- Minor updates to other job descriptions to coincide with changing roles related to the restructure of various departments.

Motion Mr Unger, Seconded Mr Wahlert

Vote - Mr Rajagopal - Yes, Mr Unger - Yes, Mr Wahlert - Yes

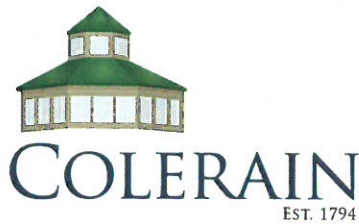
d. Motion to Authorize Execution of a Collective Bargaining Agreement with FOP - Blue

Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated a Collective Bargaining Agreement with the FOP-Blue Union which represents employees in our Police Department

Motion Mr Wahlert, Seconded Mr Rajagopal. All Voted Yes



- e. Motion to Authorize Execution of a Collective Bargaining Agreement with FOP - Gold

Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated a Collective Bargaining Agreement with the FOP-Gold Union which represents sergeants in our Police Department.

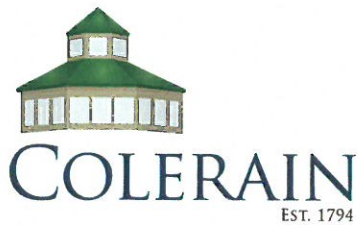
Motion Mr Wahlert, Seconded Mr Rajagopal. All Voted Yes

- f. Motion To Establish A Merit Pool Of \$86,000 For The Non-Union Township Employees.

Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

In Colerain Township, all employees can be divided into those who collectively bargain for their salary and benefits and those who do not. For those employees who do not use union-representation and do not collectively bargain, any increase in compensation is based on two factors: 1) their performance compared to others within the organization and 2) their salary compared to the salary of others with the same job in our region. Each year the board of trustees establishes a merit-pool for non-contract raises to be distributed by the administrator based on the factors listed above. This year's merit pool calculation includes the cost of fringe benefits such as employer obligation retirement contributions, medicare, and workers compensation costs. The \$86,000 represents a 3% merit pool. Motion Mr Rajagopal, Seconded Mr Unger. All Voted Yes



- g. Motion to Authorize Township Administrator to Execute Service Order with KZF for Design of Colerain Ave. Streetscape Project

Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

Pursuant to the Master Services Agreement with KZF Design, this Service Order engages the firm in the design of the Colerain Ave. Sidewalk Project - Jonrose to Shady Crest. The design and construction of the project is expected to total \$1.5M. More information on this project is available in the Capital Budget section of the [2021 Strategic Plan and Budget Book](#) on page 126. This project is funded through a Transportation Alternatives grant from OKI Regional Council of Governments and revenues generated from the Duke TIF District.

Motion Mr Unger, Seconded Mr Rajagopal. All Voted Yes.

- h. Motion to Permit Township Administrator to Execute Agreement with Electrada for Electric Vehicle Charging Station at 4200 Springdale Road.

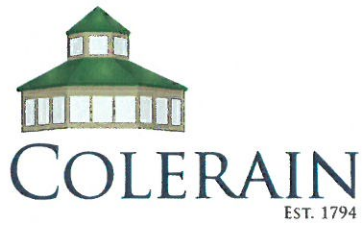
Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

At the September 8, 2020 meeting, the Board of Trustees authorized the Township Administrator to sign a letter of intent with Electrada to apply for a grant for electric vehicle charging stations at 4200 Springdale Road.

The award for this grant will be announced in late 2020/early 2021. In order to facilitate the installation of the charging stations, the Township will need to enter into the attached agreement. The installation and operation of these charging stations is at no cost to the Township, even if the Township is unsuccessful in securing the grant funding.

Motion Mr Wahlert, Seconded Mr Unger. All Voted Yes.



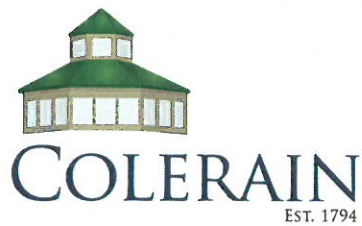
- Motion to Appoint Trustee Unger as the representative to the Board of
- i. Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Administrator Milz as the alternate

Mr Weckbach recommends ADOPTION of the Motion.

Rationale:

Trustee Unger has been the representative since January 2018. Mr. Milz has been the alternate since 2016.

Motion Mr Wahlert, Seconded Mr Rajagopal. All Voted Yes.



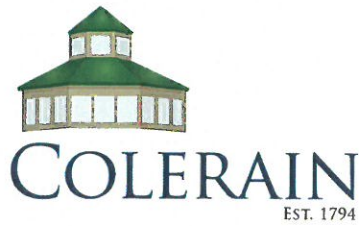
j. Motion to Accept Ohio Plan's Proposal for Property and Casualty Liability Insurance

Recommend adoption of a motion to accept Ohio Plan's proposal for property and casualty liability insurance.

Rationale:

Our property and casualty liability insurance broker, Hylant, brought us the attached proposal from the Ohio Plan for property and casualty liability insurance for 2020. The proposed premiums for 2020 increased very slightly over 2019's premiums (1.7% or \$3,965). The increase in our premiums is from \$224,975 in 2019 to \$228,940 in 2020.

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes



k. Resolution Adopting a Modified Telecommunication Policy

Mr Weckbach recommends ADOPTION of Resolution #69-20.

Rationale:

In conjunction with the modified job descriptions and organizational chart, the following change to the telecommunications policy is recommended:

Change "Mechanic Tech" to "Fleet Mechanic II"

Motion Mr Unger, Seconded Mr Wahlert

Vote - Mr Rajagopal - Yes, Mr Unger - Yes, Mr Wahlert - Yes

l. Resolution to Amend 2020 Year End Appropriations

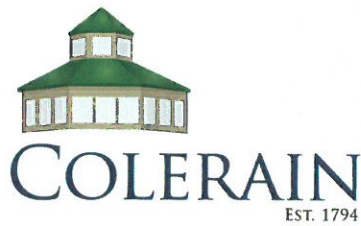
Mr McElravy recommends adoption of Resolution #70-20

Motion Mr Unger, Seconded Mr Rajagopal

Vote Mr Rajagopal - Yes, Mr Unger - Yes, Mr Wahlert - Yes

10. Old Business

11. Consent Items



a. New Hire - Full-Time Firefighters - Department of Fire & EMS

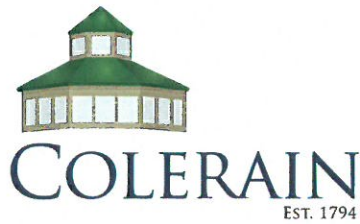
Mr Weckbach recommends approval of all consent items.

Rationale:

This consent agenda item would conditionally promote and hire part-time employees as full-time employees:

- Firefighter EMT Tyler Humphries as a full-time employee.
- Firefighter EMT Morgan Mason as a full-time employee.
- Firefighter EMT Owen Schneider as a full-time employee.

The request to promote and hire Firefighter EMT Humphries, Mason, and Schneider are to fill the “fulltime” vacancies that were created by the retirement of Firefighter Paramedic Jerome Robinson and Chief of Department Frank W. Cook along with the voluntary separation of Firefighter Paramedic Kelsie Allen. In accordance with the Local 3915 Collective Bargaining Agreement (CBA), the annual salary for Firefighter EMT Humphries, Mason, and Schneider is: \$47,733.00 during the first full year of employment, and will be contingent upon successful completion of all applicable pre-employment evaluations and procedures. Their start date will be effective as soon as possible after Sunday, December 12, 2020, following compliance of the aforementioned conditions with a one-year probationary period.



- b. New Hire - Part-Time Firefighter Emergency Medical Technicians - Department of Fire & EMS

Request authorization to conditionally hire the following candidates as part-time fire department employees at the specified hourly pay rate of \$14.50 per hour:

- Brendan Blair – Firefighter EMT
- Albert Freytag – Firefighter EMT

Rationale:

The recommended candidates are being requested to fill vacant part-time firefighter EMT positions. The candidates hiring will be contingent upon successful completion of all applicable pre-employment evaluations and procedures. The candidates start date will be effective as soon as possible after Sunday, December 12th, 2020, following compliance of the aforementioned conditions with a one-year probationary period

- c. Donation Acceptance - Department of Fire & EMS - \$1000

Colerain Township Fire and EMS is grateful for a \$1000.00 donation from Home Depot for the use of tools and equipment for Colerain Fire & EMS

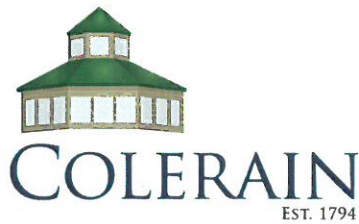
Motion to approve Consent items A,B and C

Motion Mr Unger, Seconded Mr Wahlert. All voted Yes.

Consent items A,B and C are approved

- d. Donation Acceptance - Police Department - \$300

Colerain Township Police Department is grateful for a \$300.00 donation from Trustee Matt Wahlert in appreciation for their work.



e. Donation Acceptance - Department of Fire & EMS - \$300

Colerain Township Department of Fire & EMS is grateful for a \$300.00 donation from Trustee Matt Wahlert in appreciation for their work.

Motion to approve Consent items D and E. Motion Mr Unger, Seconded Mr Rajagopal.

Vote - Mr Rajagopal - Yes, Mr Unger - Yes, Mr Wahlert - Abstain

Consent items D and E are approved.

Fiscal Office Report

12. We received 2 Ohio Division of Liquor Control requests

B&D Asian Plaza DBA Galbraith Food Mart

Logans Roadhouse II LLC DBA Logans Roadhouse

Both were approved without request for hearing

Records request update:

We have received 243 requests since April 1st. We have fulfilled 209 with 34 remaining active.

We have also gone back over the older requests from 2018 and 2019. We have determined that the majority of those requests were fulfilled however they were not closed out in CSR. With the closing of the records request we have now fulfilled over 370 records requests since April 1st. That is a huge number and it wouldn't be possible without the help of Glenna Carter and Jeff Weckbach

Adjournment

13. Motion Mr Unger, Seconded Mr Rajagopal.

All Voted Yes.

Meeting Adjourned at 9:34pm


Fiscal Officer


Trustee


Trustee


Trustee