

Organizational Meeting Minutes

1. **January 5, 2021**

Opening of Meeting - 7:00PM

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

All Trustees and Fiscal Officer were present.

2.

Election of President

Mr Unger nominated Raj Rajagopal, Seconded Mr Wahlert.

3.

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

Election of Vice-President

Mr Unger nominated Mr Wahlert, Seconded Mr Rajagopal

4.

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

Organizational Items

a. Resolution Authorizing the Transfer of Funds

Mr Milz recommends ADOPTION of Resolution #1-21.

Rationale:

The 2021 Strategic Plan and Budget calls for the following transfers out of the General Fund:

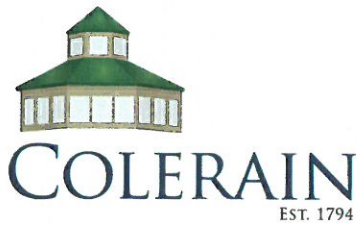
- 988,654.74 to the Park Fund (2911)
- 238,634.56 to the Zoning Fund (2181)
- 393,728.72 to the Community Center Fund (2912)
- 306,800.00 to the General (bond) (note) Retirement Parks Fund (3102)
- 213,200.00 to the General (bond) (note) Retirement PW Bldg Fund (3103)
- 176,800.00 to the Bond Principal Payments (streetscape) Fund (3105)

The 2021 Strategic Plan and Budget calls for the following transfers out of the Fire District Fund (2111):

- 244,400.00 to the Special Assessment Fire Bonds Fund (3301)

Motion Mr Unger, Seconded Mr Rajagopal

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



- b. Resolution Authorizing Administrator to Execute Contracts With A Value Equal To or Less Than \$10,000

Staff recommends Resolution #2-21 Authorizing Administrator to Execute Contracts With A Value Equal To or Less Than \$10,000.

Rationale:

In order to effectively and efficiently administer the business of the township, previous boards of township trustees have delegated the authority to execute contracts in an amount not to exceed \$10,000. It has been the practice of this administration to place all such contracts on the agenda in the consent section for the purpose of providing transparency

Motion Mr Rajagopal, Seconded Mr Unger

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

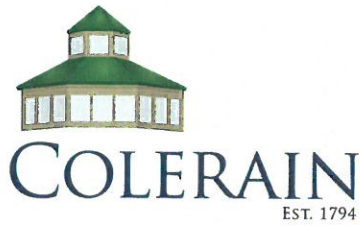
- c. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than \$2,500.

Mr Milz recommends ADOPTION of the Motion.

Rationale:

State law allows township trustees to delegate authority to sign purchase orders with a value equal to or less than \$10,000 to the Township Administrator so that business can be conducted efficiently. In 2019 2020, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than \$2,500.00.

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



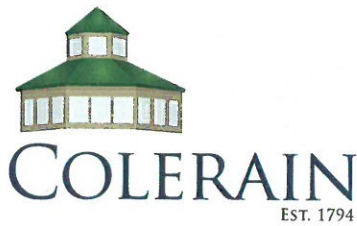
- d. Motion to appoint members to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Intermodal Coordinating Committee (ICC).

Mr Milz recommends appointment of Mike Ionna as the Colerain Township representative and Jeff Weckbach as the alternate representative to the Ohio-Kentucky-Indiana Regional Council of Governments' Intermodal Coordinating Committee (ICC).

Rationale:

The ICC members provide general technical advice for the Executive Committee and Board of Directors as required, and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors. The ICC also advise and assist the Deputy Executive Director and staff in obtaining data required for continuing transportation planning commensurate with the Unified Planning Work Program, and other agreements for all areas of planning. Mr. Ionna and Mr. Weckbach are recommended to continue their representation of Colerain Township on this Committee.

Motion Mr Unger, Seconded Mr Rajagopal. All Voted Yes



- e. Motion to Authorize Purchase of Capital Equipment and Vehicles according to the Attached Schedule A

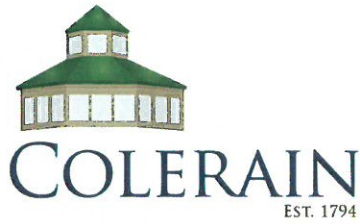
Mr Milz recommends ADOPTION of the Motion.

Rationale:

Annually, the Township adopts appropriations, which include a number of capital items. In conjunction with these appropriations and the Township Strategic Plan and Budget Book it is recommended that the attached list of capital items be approved by the Board of Trustees. Subsequent to this motion, staff will work with vendors to secure quotes and issue purchase orders for these items.

Consistent with all large purchase orders, these purchase orders will need to be authorized and approved by two of the three Trustees prior to purchase. All purchases will not exceed the amount listed in the attachment. If quotes are obtained and the total purchase price would exceed the amount listed, then the new amount would come forward as a future agenda item prior to purchase.

Motion Mr Unger, Seconded Mr Rajagopal. All Voted Yes



- f. Motion to Approve 2021 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings

Mr Milz recommends ADOPTION of the Motion.

Rationale:

Special meetings will be held as necessary and will be noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer.

**2021 Meeting Dates
for the**

Colerain Township Board of Trustees

Executive Session (6:00 p.m. if needed)

Public Session (7:00 p.m.)

January 12, 2021

February 9, 2021

March 9, 2021

April 13, 2021

April 27, 2021

May 11, 2021

May 25, 2021

June 8, 2021

June 22, 2021

July 13, 2021

July 27, 2021

August 10, 2021

August 24, 2021

September 14, 2021

September 28, 2021

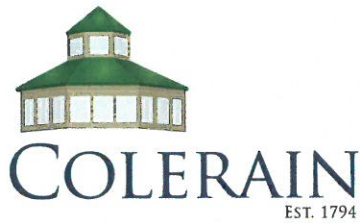
October 12, 2021

October 26, 2021

November 9, 2021

December 14, 2021

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes



- g. Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates

Chief Walls recommends ADOPTION of the Motion.

Rationale:

I respectfully request the Board of Trustees consider the approval of a 3% pay rate increase for all part-time Colerain Township Department of Fire and EMS employees. This increased amount is consistent with the average approved rate increase for all full-time contracted Department employees effective January 1, 2021. The last part-time employee hourly pay increase was in January 2018. If approved, the increase would be effective Sunday, January 24, 2021.

Motion Mr Unger, Seconded Mr Rajagopal.

Discussion:

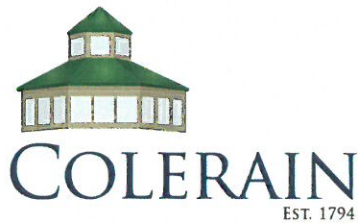
Mr Unger - What would that make the amount?

Chief Walls - That would make it \$14.94 for a Firefighter EMT, \$16.41 for a firefighter/Paramedic, \$17.84 for a Firefighter/Paramedic/Apparatus Operator and \$22.24 for a part time division Chief.

Mr Rajagopal - That is a minimal raise for the work they're doing. The did a fantastic job in 2020 and this is well deserved.

Mr Wahlert - this is a nominal raise and they haven't even received a cost of living raise in 2 years. If this keeps them here this pays us back.

All Voted Yes



- h. Motion to Approve the continuation of employment and payment of part-time employees at the current rates.

Mr Milz recommends the adoption of a motion to approve the continuation of employment and payment of part-time employees at the current rates.

Rationale:

Each year the Township Trustees adopt this motion to continue the service of part-time employees

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

- I. Motion to Appoint Representative to Solid Waste Management District Policy Committee

Mr Milz recommends the appointment of Trustee Rajagopal to the Solid Waste District Policy Committee.

Rationale:

Trustee Rajagopal has served as the representative to this board since January 2018

Motion Mr Unger, Seconded Mr Wahlert. All Voted Yes

- J. Motion to Appoint Members to the Board of Zoning Appeals and Zoning Commission

Mr Milz recommends adoption of a motion to appoint the following members to the Zoning Commission and Board of Zoning Appeals.

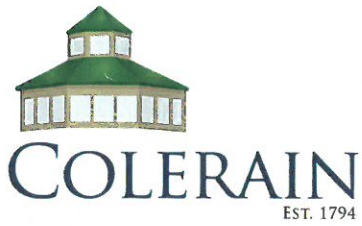
Zoning Commission Staff recommends re-appointing Mark Fehring into a primary Board Memberposition for a 5-year term. This term will expire December 31, 2025.

Staff recommends re-appointing Tom Westfall into an alternate Board Member position for a 2 year term. This term will expire December 31, 2022.

Board of Zoning Appeals Staff recommends re-appointing Mark Schupp into a primary Board Member position for a 5-year term. This term will expire December 31, 2025.

Staff recommends appointing James Sidow into an alternate Board Member position for a 2 year term. This term will expire December 31, 2022.

Motion Mr Wahlert, Seconded Mr Unger. All Voted Yes



5. **Adjournment**

Motion Mr Unger, Seconded Mr Wahlert

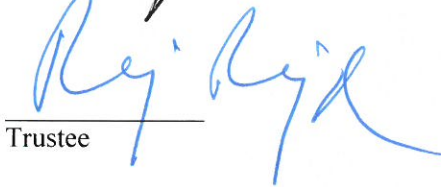
All Voted Yes

Adjourned at 7:41pm


Fiscal Officer


Trustee


Trustee


Trustee