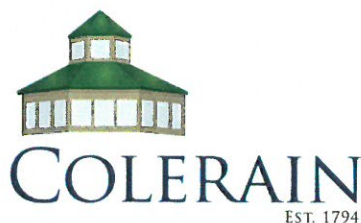


Minutes

April 13, 2021

1. **Opening of Meeting**
Mr Rajagopal called the meeting to order at 6:00pm
All Trustees were present.
2. **Executive Session 6:00PM**
Mr Milz recommended the Board of Trustees go into Executive Session in accordance with ORC Section 121.22 (G)(1) to discuss the employment, compensation and potential discipline of a public employee also in accordance with ORC Section 121.22 (G)(3) to discuss pending or imminent litigation with the township attorney and also in accordance with ORC Section 121.22 (G)(8) to discuss confidential information relating to specific business strategies and discuss negotiations with other political subdivisions respecting requests for economic development assistance.
Motion Mr Unger, Seconded Mr Rajagopal
Vote - Mr Unger - Yes, Mr Rajagopal - Yes, Mr Wahlert - Yes
Mr Rajagopal called the meeting back to order at 7:00pm
All Trustees and Fiscal Officer were present
Mr Milz had nothing to report from Executive Session
3. **Pledge of Allegiance**
All recited the Pledge of Allegiance
4. **Meditation (Moment of Silence)**
5. **Fiscal Office – Approval of Minutes**
Approval of the minutes from the Regular Meeting of the Board of Trustees 3-9-21
Motion Mr Unger, Seconded Mr Rajagopal All voted Yes. Minutes approved

Approval of the minutes from the Special Meeting of the Board of Trustees 3-23-21
Motion Mr Unger, Seconded Mr Rajagopal All voted Yes. Minutes approved
6. **Presentations**



- a. Presentation by Chief Walls Introducing and Swearing-In Promoted Employees
Introduce and administer the Oath-of-Office to new Career Firefighter/Paramedic Amber Frances who was approved for hire and promotion during the March 9th, 2021 Board Meeting.

Postponed to a future meeting

- b. Presentation by Chief Walls Recognizing the 2020 Firefighters of the Year
Introduce and recognize the 2020 Firefighter's of the year Captain Chris Ruwe, Firefighter/Paramedic Don Angst, Captain Mark Walsh, Fire Inspector Jim Bowman, Firefighter/EMT James Riley, Firefighter/Paramedic Dustin Geiger, Lieutenant Eric Reifenberger, Firefighter/Paramedic Keith Peace.
Chief Walls introduced each firefighter.

- c. Presentation by Chief Denney for the Swearing in of Police Officer
Chief Denney swore in Police Officer Eric Tricase

- d. Presentation by Chief Denney for the Swearing in of Police Officer
Chief Denney swore in Police Officer Amberly Richardson

- e. Presentation by Mark Denney for the Swearing in of a Police Officer
Chief Denney swore in Police Officer Will Gaffney

- f. Presentation by Jeff Weckbach on Transparency Portal Updates
A presentation on new transparency items found on the Township Website.
Rationale: Each year, the Township continues to search for new ways to communicate and display transparency regarding current operations. Below are links to several new tools to help residents understand the overall operations of the Township and to track our progress in key areas:

- ☐ 2020 Year in Review:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/uUHBwlOPB>

- ☐ 2021 Strategic Plan Tracking:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/nOBUZ0Jdf>

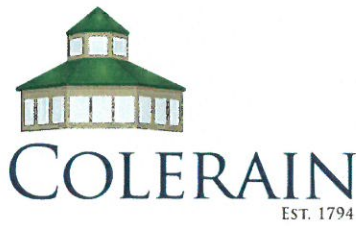
- ☐ Department Specific Operational Datasets through the Transparency Portal

Jeff Weckbach gave a brief summary on what to expect on the above Colerain Township links.

Discussion - Mr Rajagopal - this is an impressive tool and it helps detail the strategic plan.

7. **Citizens Address**

No citizens addresses



8. Administrative Reports

Chief Walls - Spoke about the 13th anniversary of the loss of Capt. Robin Broxterman and Firefighter Brian Schira on 4-4-2008.

March activity - 729 EMS runs, 202 Fire runs, 19 responses into Springfield Township. Average response time was 5:20.

Chief Denney - for March we had 3804 calls for service, which averages 122 calls per day, Average response time to emergencies fell to 2:20 which is fantastic, 115 traffic stops with 11 OVI arrests. We received word from the Ohio Attorney General that Detective Joe Hendricks has attained the training to become a Master Criminal Investigator in addition to him already being designated a Master Crime Scene Technician.

Jackie O'Connell - for March the litter laborer picked off 323 snipe signs, collected 18 large bags of trash and 21 shopping carts. 1200 boxes of food were given out at our final Farmersto Families food drive. She thanked the Police Department, the Public Services Department, all the volunteers and April Hokewith at Catholic Charities of SW Ohio. She coordinates the food delivery, volunteers and the sites for these events. Fort Colerain Playground at ColerainPark is due to be installed by mid May, but it can't open until the grass grows enough. We are hiring summer seasonal employees.

Geoff Milz - regarding financial reports - it is not a required report but we are looking forward to hiring another employee in the finance department that will help us complete those reports.

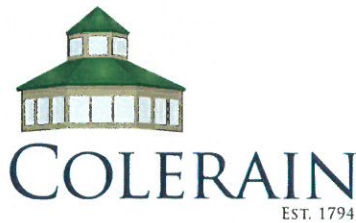
9. Trustees' Report

Mr Unger - He still gets plenty of calls from citizens. We do have a problem with disposing of appliances etc. That's why this board decided to hire a litter worker. He is happy that the litter worker is making great headway. He is excited about having the 4th of July Fireworks.

Mr Rajagopal - He wanted to mention the work that is being done with ODOT. That will help with the Colerain Corridor plan. He received great news from Metro that they will be meeting with members of the board and administration to discuss a grant to help with beautification and traffic. He inquired about the pickle ball courts being installed. Mr Milz - we are working on that.

Mr Wahlert - He is looking forward to being outside this summer and getting people back at the meetings.

10. New Business



Public Safety

- a. Motion to Approve Memorandum of Understanding with the Fraternal Order of Police - Blue - Vacation Time

Chief Denney recommends ADOPTION of the Motion.

Rationale: This MOU is holds a portion of Section 19 of the Township's Collective Bargaining Agreement in abeyance until December 31, 2021.

Motion Mr Unger, Seconded Mr Wahlert

Discussion:

Mr Unger - A lot of our officers haven't been able to take vacation because of Covid related staffing issues.

All voted Yes. Motion passes

A copy of the MOU can be found in the agenda packet on line.

- b. Motion to Approve Memorandum of Understanding with the Fraternal Order of Police - Gold - Vacation Time

Chief Denney recommends ADOPTION of the Motion.

Rationale: This MOU is holds a portion of Section 19 of the Township's Collective Bargaining Agreement in abeyance until December 31, 2021.

Motion Mr Wahlert, Seconded Mr Unger

All voted Yes. Motion passes

A copy of the MOU can be found in agenda packet on line

- c. Motion to Approve Memorandum of Understanding with the Fraternal Order of Police - Gold - Sergeant Pay

Chief Denney recommends ADOPTION of the Motion.

Rationale: During contract negotiations, an issue with version control emerged that led to the wrong language being duplicated into the Sergeants CBA. It is the understanding and intent of both parties to correct this issue through the attached MOU. This MOU outlines the rate of pay for Sergeants while they are serving their probationary period

Motion Mr Wahlert, Seconded Mr Rajagopal

No Discussion

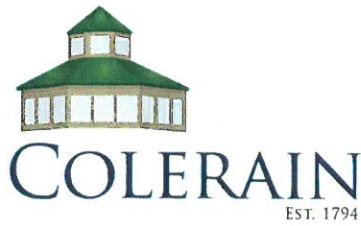
All voted Yes. Motion passes

A copy of the MOU can be found in the agenda packet on line

- d. Motion to Approve Noise Permit

Chief Denney recommends ADOPTION of the Motion.

Rationale: This noise permit is for the St. John the Baptist School. The permit is for May 1,



2021 from 7pm-10pm.

Motion Mr Wahlert, Seconded Mr Rajagopal

All voted Yes. Motion passes

A copy of the permit can be found in the agenda packet on line

e. Motion to Purchase Mobile Data Computers

Chief Denney recommends ADOPTION of the Motion.

Rationale: The motion is to purchase (8) mobile Data Computers for our marked patrol fleet. This purchase will allow us to have terminals for our power shift cars as well as supplement our existing inventory. Each terminal is \$4504.47 for a total cost of \$36,035.76. This was budgeted for in the 2021 police budget.

Motion Mr Wahlert, Seconded Mr Rajagopal

Discussion:

Mr Rajagopal - Chief this will be a more effective tool for our officers?

Chief Denney - Yes, the officers can now be separated and still have the same ability with this tool.

All voted Yes. Motion passes.

f. Motion to Approve Noise Permit

Chief Denney recommends ADOPTION of the Motion.

Rationale: This permit is requested by McDogs Lakeside Saloon for May 1, 2021 through October 1, 2021 (note, the original permit requests through October 2 which is not in accordance with the resolution.

Motion to amend October 2nd to October 1st - Mr Unger, Seconded Mr Wahlert.

No Discussion. All voted Yes. Motion amended

Motion to approve Mr Wahlert, Seconded Mr Unger

No Discussion

All voted Yes. Motion passes

A copy of the permit can be found in the agenda packet on line

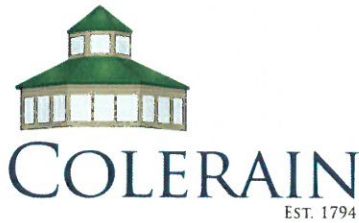
Public Services

a. Motion to Authorize Township Administrator to Execute Agreement with Adleta Construction for the 2021 Road Program

Ms O'Connell recommends ADOPTION of the Motion.

Rationale: Colerain Township received five responses to the Request for Proposals for the 2021 Road Repaving Program, listed below:

- ☐ Adleta \$1,890,198.68
- ☐ Jurgensen \$1,936,112.15
- ☐ RA Miller \$1,991,835.55
- ☐ Barrett \$2,013,834.75



☐ Prus \$2,318,870.55

Adleta Construction has the lowest and best bid, meets all of the requirements set forth in the construction plans and specifications, and has previously successfully performed road repairs within the Township.

Motion Mr Unger, Seconded Mr Rajagopal.

Discussion:

Mr Unger - Adleta has been around a long time. They do a good job. What was the variance of our budget and what this amounts to?

Ms O'Connell - about \$100,000 under our engineers estimate. We keep 10% in a contingency.

All voted Yes. Motion carries

Bid tab and contract can be found in agenda packet on line

Planning & Zoning

- a. Motion to Authorize the Township Administrator to Execute an Agreement with Muni-Reg for the Administration of the Township's Vacant Licensing Programs

Motion was previously tabled

Mr Milz recommends ADOPTION of the Motion.

Rationale: See attached memorandum files in agenda packet on lone

Motion Mr Unger, Seconded Mr Rajagopal

Discussion - Mr Unger - As I mentioned before, I wanted us to get the list of properties to monitor it.

Mr Wahlert - I've given a lot of consideration on this. He still feels we need to set the playing field for them. He wants to make sure we give them what they need to be successful. Intends to support it as a trial run.

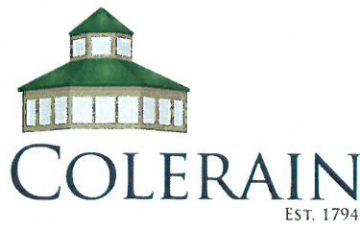
All Voted Yes. Motion carries

- b. Resolution Declaring Nuisance and Ordering Abatement

Mr Milz recommends ADOPTION of Resolution #24-21.

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

- ☐ 3001 Niagara - 510-0052-0278-00
- ☐ 2557 Niagara - 510-0051-0343-00
- ☐ 8944 Pippin - 510-0062-0220-00
- ☐ 3060 Windsong - 510-0052-0622-00
- ☐ 2448 Roosevelt - 510-0031-0443-00
- ☐ 2448 Roosevelt - 510-0031-0444-00
- ☐ 10141 Menominee - 510-0041-0436-00



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

Motion Mr Unger, Seconded Mr Rajagopal

No discussion

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

Resolution passes

Administration

a. Motion to Modify in Person Citizen Participation due to COVID-19

Mr Milz recommends ADOPTION of the Motion.

Rationale: On July 28, 2021 the Board of Trustees adopted guidelines for citizen participation at Public Meetings of the Board of Trustees and other Township Boards/Commissions. At that time, the Board tied citizen participation to the Public Health Advisory Alert System and specifically the designated alert levels. The original alert levels were to be tied to various public health data points and indicators per the below:

- ☐ Alert Level 1 (Yellow): County has triggered 0 or 1 of the indicators and there is active exposure and spread.
- ☐ Alert Level 2 (Orange): County has triggered 2 or 3 of the indicators and there is increased exposure and spread.
- ☐ Alert Level 3 (Red): County has triggered 4 or 5 of the indicators and there is a very high exposure and spread.
- ☐ Alert Level 4 (Purple): County has triggered 6 or 7 of the indicators and there is severe exposure and spread.

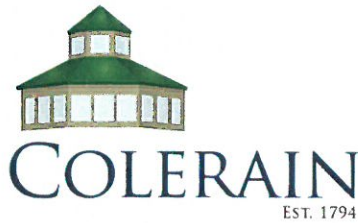
Since the adoption of these rules, the state has changed the parameters that correspond to each alert level. On review, the Township recommends that the public participation levels be tied to activation of various indicators and not based on the overall alert level, per the attached document. The Colerain Township Trustee Chambers can safely hold and socially distance up to 40 people. In the event that more than 40 people attend the meeting, the Trustees can open up rotunda and set up an exterior system to allow more citizens to watch or listen to the meeting live. The State of Ohio also continues to relax various restrictions as more Ohioans become eligible to receive a covid vaccine. Governor Dewine indicated that public health orders will be removed when the state's case count drops below 50 per 100k residents. We continue to head in the right direction as cases decline and more people are vaccinated. The Township will continue to update special orders and guidelines as things progress with vaccination efforts and overall cases remain low.

Motion Mr Wahlert, Seconded Mr Rajagopal

Discussion -

Mr Wahlert - Pointed out the "40 people" part of the third paragraph. He would like to open up under those circumstances. We can be more proactive.

Mr Unger - I am for having people in the audience. Grocery stores and churches are



holding audiences. Wants to make sure that people can't save seats.

Mr Rajagopal - so we can safely have 40 people here?

Mr Milz - yes we can social distance and have 40 seats.

Mr Wahlert withdraws the motion

Mr Wahlert motions to modify in person participation by "allowing as many people as safely as possible", Seconded Mr Unger. No further discussion.

All voted Yes. Motion carries.

b. Resolution Authorizing to Enter into Agreement with Rumpke for Residential Solid Waste and Recycling

Mr Weckbach recommends ADOPTION of Resolution #25-21.

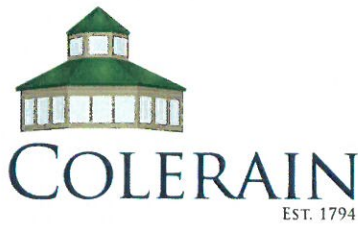
Rationale: Colerain Township currently has an existing agreement with Rumpke for solid waste and recycling for all residential structures in the Township. This contract is a joint contract with Springfield Township and Ross Township. The agreement was effective April 1, 2016 and extended through April 30, 2021. Colerain and Springfield Townships entered into a joint bid process for a new residential solid waste and recycling contract. The bid process was handled by Cost Management Alliances. One response was received related to the RFP that was issued and this response was from Rumpke. Below are the recommended rates for each year of the contract for regular service.

- ☐ 2021: \$17.55
- ☐ 2022: \$17.90
- ☐ 2023: \$18.25
- ☐ 2024: \$18.63
- ☐ 2025: \$19.00 *

A \$2.50 per month rental fee is also included for basic service. It should be noted that the above does not include the \$0.10 per month charge for Cost Management Alliances for administering the RFP process and for their continued assistance throughout the life of the proposed contract. Cost Management Alliances will coordinate opt outs, resolve customer complaints, and provide other assistance as needed. Of note, the proposed resolution and agreement calls for the following opt out provisions:

- ☐ Residents that can prove that they can dispose of trash at their place of employment
 - ☐ Residents on agriculturally designated CAUV properties
 - ☐ Residents that need to temporarily suspend service for a period of up to six months
- It is worth noting, based on current rates, Colerain's existing contract is approximately \$4 less per month than communities that do not have an exclusive contract. More information on the cost of trash and recycling in various communities can be found here:

<https://coleraintownshiphamiltonoh.opengov.com/transparency/#/41204/query=618C6706DD9469E62B16178EE7051CD0&embed=n> Springfield Township is set to vote on this contract on April 13th. To view the entire bid specifications and contract, please click this link:



<https://www.colerain.org/DocumentCenter/View/3177/Residential-Solid-Waste-and-Recycling---Rumpke-Bid---2021?bidId=>

Motion Mr Unger, Seconded Mr Rajagopal

Discussion - Mr Unger - Rumpke does a great job. Their facility is in Colerain Township. Our cost here in Colerain is much lower than our neighbors in Green Twp. He says limiting truck traffic helps the condition of our streets.

Mr Rajagopal - I did a lot of research and called other townships including Green Twp. I lived in Green Twp and I remember the noises of the trucks due to the lack of a contract. I spoke with Symmes Twp. Sycamore Twp and they are very happy with Rumpke and they all pay more for their contract than we will. They are an innovator in the recycling field. We benefit from having their business in Colerain.

Mr Wahlert - Would like clarification on the Cost Management Alliances regarding the 10cents/month. Who do they represent?

Mr Weckbach - They represent the customer.

Mr Wahlert - the idea that the 10 cents is passed on I have a fundamental problem with that. All other townships do pay more.

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

Resolution passes

c. Resolution Authorizing Organizational Chart Modification

Mr Milz recommends ADOPTION of Resolution #26-21.

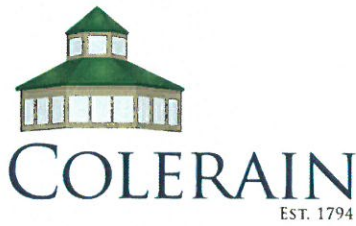
Rationale: The Township continues to evaluate and analyze the best complement of positions and organizational structure to effectively provide service to all Township residents. As positions become vacant, staff will review the need for the role and if an alternative organizational structure is more appropriate. The Trustees have placed a strong desire to improve development outcomes in the Township. This emphasis, coupled with the evaluation of the Director of Planning and Zoning role, has led staff to believe that the best complement of positions to move the organization forward would include a Director of Development and a Zoning Administrator. From a functional standpoint, this shift would also require the transfer of supervision of the Code Enforcement operations to the Police Department. Currently, the Code Enforcement team works closely with the Police Department, so this should be a natural fit for this facet of the organization. A move to change a police officer role to a sergeant role is also contemplated in this agenda item. This position will provide supervision for an anti-crime unit assigned to patrol. This unit will provide additional police presence during periods of time when call volume and crime peaks. This concept was tested in 2020 and proved to be a very successful approach to serving and protecting the Township. New job descriptions and modifications to job descriptions that encompass the above changes are included in this packet.

Motion Mr Wahlert, Seconded Mr Rajagopal

Discussion - Mr Wahlert -Can this be done with the current job market?

Mr Milz - I think so. It's a budget neutral endeavor and I believe there's enough talent out there.

Mr Wahlert -Would we still be competitive in compensation for these positions?



Mr Milz - The pay levels would be somewhere in the \$40,000's for the Development Officer, somewhere in the \$60,000's for the Zoning Administrator and probably somewhere in the \$80,000's for the Department Director. Also, the title Development Director will be removed from my position.

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

d. Resolution Amending 2020 Permanent Appropriations

Mr McElravy recommends ADOPTION of Resolution #27-21.

Rationale: In the late Summer and Fall of 2020, the Township received five CARES Act grants from the federal government to mitigate the impact of the COVID-19 pandemic on our community. Some of those grants came through the state and others came through the county. In every case, the funds were remitted to the Township through the County Auditor. In August, the Township received \$603,312.91 in CARES funding. The description that accompanied the funds was vague, so staff inquired with the County Auditor's office as to the source of the funds. We were told that it was the county and as a result the grant was receipted to Fund 2273- Coronavirus Relief Fund- Hamilton County. We recently learned from the state Office of Management and Budget that the actual source of the funds was the state. To address this, the Auditor of State recommends that the Board adopt a Resolution clarifying appropriations.

Motion Mr Wahlert, Seconded Mr Rajagopal

No Discussion

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

Resolution passes

11. **Old Business**

12. **Consent Items**

Mr Milz requested the Board of Trustees amend the agenda to include the hiring of Sara Begley as an accounting specialist under the consent items.

Motion to Amend - Mr Wahlert, Seconded Mr Unger.

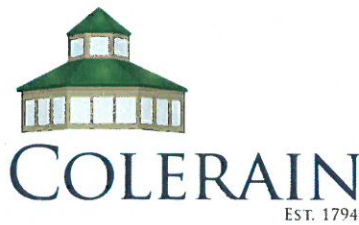
No Discussion

All voted Yes. Consent Items Amended.

a. New Hire - Police Cadet - Police Department

Mr Milz recommends approval of all consent items.

Rationale: The position of Police Officer was posted, applications were received and interviews conducted. Patrick Hoard was selected as the candidate to fill the open police officer position. The request is to hire Patrick Hoard as a police cadet immediately and



then probationary police officer contingent upon completing the required state testing. The Board has previously approved the position of Police Cadet to allow exceptional candidates to begin their administrative training prior to graduation from the police academy and passage of the state certification examination. Once that occurs, the candidate would then assume the role of probationary police officer. As such, the organizational chart is recommended to be temporarily adjusted to swap a police officer position with a cadet position, until Patrick Hoard graduates from the police academy. At that point in time, the cadet position on the organizational chart will revert back to the police officer position. A conditional offer of employment was extended to Patrick Hoard, contingent upon successful completion of a medical and psychiatric evaluation and Board approval. The wage for this job is \$15.00 per hour for no more than 20 hours per week. He would be eligible to begin work on April 14, 2021. It is anticipated that Patrick Hoard will graduate from the police academy in May and complete all the requirements to be eligible for promotion to probationary police officer in June, 2021. Upon assuming the role of probationary police officer, Patrick would serve a one-year probationary period (from the date of assuming the probationary police officer role) and the salary for that position is \$25.48 per hour at 40 hours per week.

b. New Hire - Intern - Administration

The position of Intern was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Corey Foister. The wage for this job is \$15 per hour for 28 hours per week. Contingent upon Board approval, he would be eligible to begin work on April 13, 2021.

c. New Hire - Maintenance Laborer (Parks) - Public Services Department

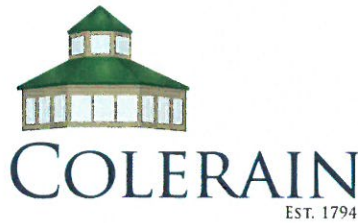
The position of FT Maintenance Labor (Parks) in the Public Services Division was posted, applications were received and interviews conducted. A conditional offer of employment was extended to Geoffrey Payne, Jr. The wage for this job is \$19.00 per hour for 40 hours per week. Upon obtaining his CDL-A he will be moved to the rate of \$21.00, per the AFSCME CBA. Contingent upon Board approval, he would be eligible to begin work on April 14, 2021

d. New Hire - Seasonal Fire Hydrant Maintenance Worker's – Fire & EMS

The position of Seasonal Fire Hydrant Maintenance Worker was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individuals: Jaden Chappell, Tyler Leppert, and Devin Trusty. The wage for this job is \$11.33 per hour for no more than 30 hours per week through the season. Contingent upon Board approval, Jaden Chappell, Tyler Leppert, and Devin Trusty would be eligible to begin work on April 18, 2021.

e. New Hire - Full-Time Firefighter - Department of Fire & EMS

The position of firefighter/paramedic was posted, applications were received and



interviews conducted. A conditional offer of employment was extended to the following individual: Colin Froschauer. The wage for this job is \$48,926 annually per the IAFF local 3915 bargaining agreement. Contingent upon Board approval, Colin would be eligible to begin work on April 18, 2021.

f. Contract - Sedgwick - Worker's Compensation Managed Care

Sedgwick is the Managed Care Organization that provides assistance for all Bureau of Worker's Compensation Claims for the Township. The total cost of this contract is \$6,275

g. New Hire - Seasonal Maintenance - Public Services

The position of Seasonal Maintenance was posted, applications were received and interviews conducted. A conditional offer of employment was extended to Dylan Bigner and Jacob Carter. These are both returning employees. Their rate of pay would be \$12.50/hr for 40 hours per week per season. Contingent upon Board approval, Dylan would begin May 3, 2021 and Jacob would be eligible to begin April 7, 2021..

H. Hiring of Sara Begley as an Accounting Specialist. We received 35 applications for the position and interviewed 5 finalists from which Ms Begley was selected. She would be eligible to start April 19th.

Motion to Approve all Consent Items

Motion Mr Wahlert, Seconded Mr Unger.

No Discussion

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

All consent items approved

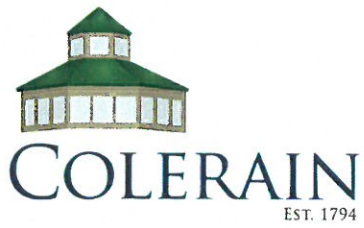
13. **Fiscal Office Report**

Year to date we've received 80 public records requests and have fulfilled 73. Explained that two emails are sent when public records requests are closed out. One that is auto generated by the system and a second directly from the Fiscal Officer. The email from the Fiscal Officer will contain the answer to the request.

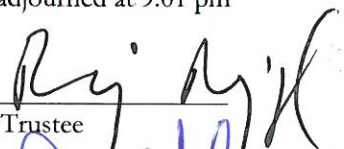
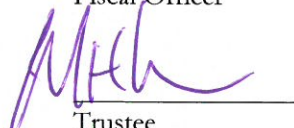
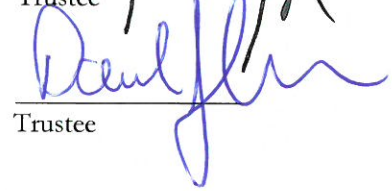
14. **Executive Session – if needed**

Adjournment

15. Motion to adjourn Mr Unger, Seconded Mr Wahlert



All Voted Yes. Meeting adjourned at 9:01 pm

 Fiscal Officer	 Trustee
 Trustee	 Trustee