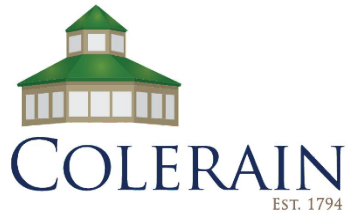


Regular Meeting of the Board of Trustees - July 27

July 27, 2021

- 1. Opening of Meeting**
- 2. Pledge of Allegiance** 7:00 PM
- 3. Meditation (Moment of Silence)**
- 4. Fiscal Office** – Approval of Minutes
- 5. Presentations**
 - a. Presentation by Finance Director, Jeff McElravy, on the Mid-Year Financial Update
 - b. Presentation by Chief Denney about the Police Hiring Process
 - c. Presentation by Chief Denney Introducing and Swearing-In a Newly Hired Sergeant
 - d. Presentation by Chief Denney Introducing and Swearing-In a Newly Hired Police Officer
 - e. Presentation by Chief Walls Introducing and Swearing-In a Newly Promoted Employee
- 6. Citizens Address**
- 7. Administrative Reports**
- 8. Trustees' Report**
- 9. New Business**
 - Public Safety**
 - a. Motion to Issue Noise Permit
 - b. Motion to Adopt Resolution Declaring Nuisance and Ordering Abatement
 - Public Services**
 - Development**
 - a. Motion to Initiate Text Amendment to Regulate Mobile Food Service
 - b. Motion to Appoint Ms. Dionne Owens to the Board of Zoning Appeals to Fill the Unexpired Term of Mr. Tom Reininger
 - Administration**
 - a. Resolution to Authorize the Transfer of Funds
- 10. Old Business**
- 11. Consent Items**
 - a. New Hire(s) - Part-Time Firefighter/EMT(s) and Firefighter/Paramedic(s) - Department of Fire & EMS



- b. New Hire - Career Firefighter/Paramedic - Department of Fire & EMS
 - c. New Hire - Zoning Administrator - Development Department
- 12. **Fiscal Office Report**
- 13. **Executive Session** – if needed
- 14. **Adjournment**

PRESENTATIONS

Department: Administration

Department
Director: Jeff McElravy, Finance Director

Presentation by Finance Director, Jeff McElravy, on the Mid-Year Financial Update

No action is requested of the Board.

Rationale:

Director of Finance, Jeff McElravy, will provide an overview of the Township's finances through the first half of 2021. The full report, which is updated monthly, can be found online in our transparency portal or at this link:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/1zwIdexB7>

PRESENTATIONS

Department: Police

Department
Director: Mark Denney, Police Chief

Presentation by Chief Denney about the Police Hiring Process

No action is requested of the Board.

Rationale:

At the July 13th meeting of the Board of Trustees, Trustee Wahlert raised questions about how the hiring process in the Police Department works. At that meeting Administrator Milz suggested that Chief Denney could provide a presentation on how the hiring process works in the Police Department. This agenda item is responsive to that dialog at the July 13th meeting.



Colerain Police Department

Hiring Process

Current Staffing

- Approved for 56 sworn police officers
- 8 full-time support staff/ 2 part-time

What Takes So Long?

- Negligent hiring and negligent retention liability
- Hiring is always a gamble; we need to know all we can
- Tremendous amount of responsibility to community and other officers
- I have to trust them to be in your home in the middle of the night when you are vulnerable
- 21-year-old new hire has more say about the future of this Township than any Trustee, Administrator or Chief

What Takes So Long?

- Current process:

107 applicants (83 male, 23 Female)

74 eliminated

9 hired (7 male, 2 female)

24 remain in process

Most fail oral panel and background investigation

Hiring Process Overview

(Each step is pass/fail)

- Application
- Written Examination
- Physical Fitness Test
- Panel Interview
- Personal History Questionnaire
- Background Investigation
- Polygraph
- Home Interview
- Interview with Chief
- Medical Examination
- Psychological Evaluation
- Approval of Board of Trustees

Not Done Yet

- 18 weeks training
- 12+ weeks of FTO with daily evaluations
- 1 year of probation

PRESENTATIONS

Department: Police

Department
Director: Mark Denney, Police Chief

Presentation by Chief Denney Introducing and Swearing-In a Newly Hired Sergeant
Swearing in of Police Sergeant

Rationale:

Sergeant Jacob McElvogue will be introduced and sworn in.

PRESENTATIONS

Department: Police

Department
Director: Mark Denney, Police Chief

Presentation by Chief Denney Introducing and Swearing-In a Newly Hired Police Officer

No action is requested of the Board.

Rationale:

Officer Andrew Mirizzi will be introduced and sworn in.

PRESENTATIONS

Department: Fire
Department Director: Allen Walls, Fire Chief

Presentation by Chief Walls Introducing and Swearing-In a Newly Promoted Employee

No action is requested of the Board.

Rationale:

Introduce and administer the Oath-of-Office to the department's newest full-time employee: Gretchen Santiago. Firefighter/Paramedic Santiago was approved for hire and promotion during the June 22, 2021 Board Meeting.

PUBLIC SAFETY

Department: Police

Department
Director: Mark Denney, Police Chief

Motion to Issue Noise Permit

Recommend ADOPTION of the Motion.

Rationale:

Noise permit for St. John the Baptist, 5480 Dry Ridge Road, for August 6, 2021 from 5pm to 10pm (Parish picnic)



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**

Name of applicant: *Larry Weinheimer*
Address where event will be held: *5480 Dry Ridge Road (St. John the Baptist)*
Type of event: *parish picnic / small festival*
Date and Time of Event: *8/6/2021 (5:00 pm) — 8/8/2021 (10:00 pm.)*
Contact number for permit holder: *(513) 652-2563*

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: *7/8/21 0800 hrs*

By: *Denney*

Number of issued permits in calendar year: Residential Business 1

To be placed on Trustee agenda for meeting: *7/27/21* (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 SAFETY

Department: Police

Department
Director: Mark Denney, Police Chief

Motion to Adopt Resolution Declaring Nuisance and Ordering Abatement

Recommend ADOPTION of the Resolution.

Rationale:

This resolution provides for the removal of uncontrolled vegetation/refuse/debris at the listed addresses on the Resolution

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 27th day of July, 2021, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Matthew Wahlert, Raj Rajagopal, Dan Unger

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

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

<u>Address</u>	<u>Book-Page-Parcel No.</u>
2710 Haverknoll	510-0011-0263-00
2522 Impala	510-0032-0177-00
3227 Niagara	510-0102-0092-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control or removal of any vegetation, garbage, refuse or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills; therefore

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

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;
2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;
3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of

this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

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

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

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

ADOPTED this 27th day of July, 2021.

BOARD OF TRUSTEES:

Matthew Wahlert, Trustee

Raj Rajagopal, Trustee

Dan Unger, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer
this 27th day of July, 2021.

Jeff Baker
Colerain Township Fiscal Officer

DEVELOPMENT

Department: Development
Department Director: Geoff Milz, Administrator

Motion to Initiate Text Amendment to Regulate Mobile Food Service

Recommend ADOPTION of the Motion.

Rationale:

The Colerain Zoning Resolution does not currently recognize Mobile Food Service as an allowable use in any zoning district. Zoning permits the sale of food in restaurants and groceries within permanent structures, but not mobile vehicles. The growing popularity of “food trucks” has prompted many communities to revise regulations to recognize this use while addressing the needs to the food service business and protecting the surrounding business environment.

Staff has drafted the attached regulation that defines the use, adds the use to the table of permitted uses in a commercial use category, and establishes regulations to ensure that the food service operation is complementary to other businesses and adjacent residences. The amendment also establishes an application process and fee in order to issue a Zoning Certificate for the proposed businesses.

If the proposed amendment is initiated by the Board of Trustees, the matter will be referred to the Zoning Commission for review and recommendation. The Zoning Commission will hold a public hearing on the matter with invitations by legal advertisement and posting on the Colerain web page.

After action by the Zoning Commission, the Board of Trustees will also hold a public hearing on the issue and vote to accept the recommendation of Zoning Commission, accept with modifications or reject the proposal. The details of the specific proposal are typically discussed at the time of the public hearing and adoption by the Board of Trustees.

General Attachment Notice:

For ease of viewing, only those portions of the Zoning Ordinance pertaining to the requests within the submitted application have been included within these attachments. The complete Zoning Resolution can be viewed online at: www.colerain.org

ATTACHMENT A

Proposed Text Amendments to Colerain Township Zoning Resolution
Words to be **deleted** are [lined through] - Words to be **added** are underlined

Article 16 Rules of Construction and Definitions

Section 16.2 Definitions

Mobile Food Services shall mean a commercial operation that utilizes a licensed, motorized mobile food service unit or concession trailer for the sale of cooked and /or prepared food and beverage items that are sold to the general public for on-site or off-site consumption.

Article 8 Business Zoning Districts

Section 8.2 Permitted Uses

Table 8-1: Business Use Table						
Use P=Permitted Use P* = Permitted with Conditions C= Conditional Use	Zoning Districts					Additional Regulations
	B-1	B-2	B-3	O-1	I-1	Refer to
						Section:
Agricultural Uses						
<u>Agricultural Uses</u>	P*	P*	P*	P*	P*	Section 7.4.2
Residential Uses						
Institutional Housing		P	p	P		Section 7.4.6
Business Uses						
<u>Alternative Financial Service</u>	P*	P*				Section 8.4.14
<u>Automotive Body Repair</u>		P*	P		P	Section 8.4.1
<u>Automotive Fuel Services</u>	P*	P*			P*	Section 8.4.2
<u>Automotive Sales or Rental</u>		P			P	
<u>Automotive Service</u>		P			P	
<u>Automotive Wrecking, Salvage, or Junk Facilities</u>					C	Shall comply with ORC requirements
Banks or Financial Institutions	P	P	P	P		
<u>Banquet Halls</u>		P	P			
<u>Bars and Taverns</u>	P*	P				Section 8.4.3
<u>Bed and Breakfast Establishments</u>	P	P				Section 7.4.3

Table 8-1: Business Use Table						
Use P=Permitted Use	Zoning Districts					Additional
	B-1	B-2	B-3	O-1	I-1	Refer to
<u>Brewery</u>					P	
<u>Broadcasting Studios</u>			P	P		
<u>Clubs</u>	C	P	P	P		
Commercial Kennels		P*	P*		P*	Section 8.4.4
<u>Contractor or Construction Sales</u>		P*	P		P	Section 8.4.5
Day Care Centers	P	P	P	P		
Distillery					P	
Distribution Facilities					P	
Drive-Through Facilities	P*	P*	P*	P*		Section 8.4.6
Funeral Services		P*	P*	P*	P	Section 8.4.7
Heavy Industrial Uses					C	Section 8.4.8
Hotels and Motels		P	P	P		
Laboratories			P	P	P	
Light Industrial Uses			P		P	
Medical Marijuana						
Micro Brewery			P			
Micro Distillery			P			
Mobile Food Services	<u>P*</u>					<u>Section 8.4.15</u>
Nurseries		P			P	
Personal Services	P	P				
Professional/Business Offices	P	P	P	P		
Restaurants	P	P		P*		Section 8.4.9
Retail Commercial Uses	P	P	P*	P*		Section 8.4.10
Service Commercial Uses	P	P	P*	P*		Section 8.4.11
Small Cellular Tele. Facilities	P*P*	P*	P*	P*	P*	Section 12.13
Storage Facilities					P	
Telecommunications Towers	P	P	P	P	P	
Theaters		P				
Type A Family Day Care Home	P	P		P		
Vendor Markets	P*	P*				Section 8.4.13
Veterinary Facilities	P*	P*		P*	P	Section 8.4.12
Warehouses			P		P	
Wholesale Commercial Uses			P		P	

Institutional/Public Uses						
<u>Active Parks and Recreational Facilities</u>	P*	P*	P*	P*	P*	Section 7.4.1
Cemeteries	P*	P*	P*	P*	P*	Section 7.4.4
Educational Facilities	C	P*	P*	P*		Section 7.4.5

Use P=Permitted Use P* = Permitted with Conditions C= Conditional Use	Zoning Districts					Additional Regulations
	B-1	B-2	B-3	O-1	I-1	Refer to Section:
Essential Services and Utilities	P	P	P	P	P	
Government and Public Uses	P	P	P	P	P	
Higher Education Facilities		P	P	P		
Hospitals		P	P	P		
Indoor <u>Recreational Facilities</u>	C	P	P	C	P	
Passive Parks, <u>Recreational Facilities</u> , and Conservation Areas	P	P	P	P	P	
Religious Places of Worship	C	P	P	P		Section 7.4.10
Miscellaneous Uses						
Accessory Uses	P*	P*	P*	P*	P*	Section 10.2
Signs	P*	P*	P*	P*	P*	Article 15
Temporary Uses	P*	P*	P*	P*	P*	Section 10.4

Article 8 Business Zoning Districts

Section 8.4 Business Use-Specific Regulations

Section 8.4.15 Mobile Food Services

The following regulations apply to Mobile Food Service operations located on private property. This Zoning Resolution does not regulate Mobile Food Service Operations within the Right-Of-Way.

- (A) Mobile Food Services, as defined in Section 16.2 Definitions, may operate as a use requiring a Zoning Certificate. Zoning Certificates for Mobile Food Service operations requires approval from the Department of Development and must be submitted by the property owner of the property on which the Mobile Food Service is to be located. Applications

for a Zoning Certificate require the submission of a plot plan as well as a business operation plan outlining the size and scope of the Mobile Food Service operation. In reviewing the application, the Planning Department shall consider compliance with the criteria outlined in Sections 8.4.15.(B)., through 8.4.15.(P).

(B) Mobile Food Services shall adhere to the following location requirements:

- (1) Setback from the front door of any restaurant or outdoor dining area: 100 feet from the main entrance of any kitchen commissary or restaurant during business hours. Mobile Food Service Operations may be located closer than 100 feet with authorization from the impacted restaurant owner.
- (2) Front Yard Setback: Five (5) feet.
- (3) Side and Rear Yard Setbacks: A side or rear yard setback of shall not be required unless the use abuts a residential zoning district, in which case the minimum side and/or rear setback shall be equal to the setback of side and/or rear yard setback of the residential district.
- (4) Mobile Food Service operations shall be located more than ten (10) feet from a fire hydrant.
- (5) Mobile Food Service operations shall be located in a manner that provides sight clearance and promotes circulation for pedestrians and vehicles.
- (6) Mobile Food Service operations shall remain clear from the sight triangle of all intersections and vehicular access points on a property.

(C) The maximum number of Mobile Food Service operation located on a site shall be as follows:

- (1) A minimum of 10,000 square feet of lot area is required for one Mobile Food Service operations.
- (2) An additional mobile operation for each additional 5,000 square feet of net lot area, up to a maximum of three (3) mobile operations per site.

(D) Hours of operation shall be as follows:

- (1) Sunday through Thursday 7:00 am to 10:00 pm
- (2) Friday through Saturday between the hours of 7:00 am to 11:00 pm

(E) Mobile Food Service operations shall be located on a solid paved surface of asphalt or concrete and shall not be located in the minimum required parking spaces of a site. A minimum of four (4) parking spaces shall be designated for each Mobile Food Service unit and shall be indicated on the plot plan.

- (F) No Mobile Food Service operation shall be located on a property used exclusively for residential purposes.
- (G) The use of any noise or sound amplification associated with the mobile food service operation or product being sold is prohibited.
- (H) Mobile Food Service operations shall only be permitted the following signage:
 - (1) Point-of-Sale type signs are permitted to be affixed to the mobile operation. This includes menus.
 - (2) An A-frame menu board up to 9 square feet per side is permitted to be placed by the mobile operation and within the vending area. An operation is allowed to display this sign only during hours of operations, otherwise the board shall be removed. Said sign shall meet the setback requirements established in 8.4.15.(B).
 - (3) No permit is required for signage related to Mobile Food Service operations.
- (I) No balloons, banners, streamers or similar devices to attract customers are permitted.
- (J) Mobile Food Service operators shall provide trash receptacles / facilities for litter and debris within 10 feet, including the litter which arises from actions of customers in disposing of wrapping or packaging materials on merchandise sold by the vendor. All trash must be completely removed from the site at the end of every business day.
- (K) Mobile Food Service operations taking place on a specific property for a period exceeding fourteen (14) days within a 30 day period shall provide on-site dining facilities, such as picnic tables, benches, or otherwise approved by the Zoning Administrator.
- (L) No exterior storage of items, supplies, or materials shall be permitted. All items, materials, and / or equipment shall not be visible on the site when the mobile food service is not in operation.
- (M) Retail merchandise will be permitted for sale only if it is related to the food or beverage being provided by the Mobile Food Service operation. There shall be no sale of alcoholic beverages by a Mobile Food Service operation.
- (N) In addition to complying with all Colerain Township Resolutions related to a Mobile Food Service Operation, the owner and operator of a food truck is responsible for applying for and obtaining all other necessary licenses required for the service of food and beverages in addition to the operation of any vehicle associated with the service of food and beverages.
- (O) All Mobile Food Service operations shall properly integrate with the character and form of the surrounding land uses. Such operations shall be not be detrimental to the public health, safety, or welfare nor will

they create a negative impact on adjacent property owners or public residing within the surrounding areas.

- (P) The Colerain Township Police Department and/or Development Department has the right to close down or request a mobile food service operation to relocate where in the opinion of the Department the mobile food service operation vending is causing or contributing to an imminent public safety hazard.
- (Q) Failure to adhere to any of the above requirements is cause for revocation or suspension of the Zoning Certificate.
- (R) Mobile Food Service operations that have ceased operations for a period exceeding 4 days shall be required to vacate the site.



COLERAIN TOWNSHIP PLANNING & ZONING FEE SCHEDULE
EFFECTIVE 1/1/2021

<u>ZONING CERTIFICATE TYPE</u>	<u>FEE</u>
RESIDENTIAL ZONE DISTRICTS:	
SINGLE FAMILY DWELLING	\$350 PER STRUCTURE
MULTI-FAMILY DWELLING	\$350 PER STRUCTURE + \$50/UNIT
ADDITIONS TO RESIDENTIAL DWELLING	\$150
DETACHED GARAGES, SHEDS, ACCESSORY OR TEMPORARY STRUCTURES	\$35
SWIMMING POOLS (ABOVE OR BELOW GROUND)	\$100
FENCES, DECKS, WALLS, NEW/EXPANDED DRIVEWAYS, ANTENNA TOWERS	\$35
ALTERATIONS OR REPAIRS OF DWELLING	\$50
HOME OCCUPATIONS, SATELLITE DISHES, OUTDOOR WOOD BOILERS, SOLAR PANELS	\$50
NON-RESIDENTIAL ZONE DISTRICTS:	
BUILDINGS:	
5,000 SQUARE FEET OR LESS	\$500 PER STRUCTURE
5,001 SQUARE FEET TO 10,000 SQUARE FEET	\$600 PER STRUCTURE
10,001 SQUARE FEET TO 15,000 SQUARE FEET	\$700 PER STRUCTURE
15,001 SQUARE FEET TO 20,000 SQUARE FEET	\$800 PER STRUCTURE
20,001 SQUARE FEET OR MORE	\$1000 PER STRUCTURE
INTERIOR ALTERATIONS/FINISHES OR REPAIRS OF STRUCTURES	\$350
BUILDING ADDITIONS	\$250
TEMPORARY TENTS, TRAILERS, & STRUCTURES	\$100
ACCESSORY STRUCTURES, WALLS, FENCES, DECKS, ANTENNA TOWERS,	\$150
STATIONS/ALTERNATIVE FUEL STATIONS, MOBILE FOOD SERVICE	
SIGNS:	
NEW GROUND & POLE SIGNS	\$250
NEW WALL, AWNING, DIRECTIONAL	\$150
TEMPORARY SIGN	\$50
BILLBOARD	\$1500 PER SIDE
HIGH RISE INTERSTATE	\$1000 PER SIDE
FACE CHANGE	\$150 (SINGLE FACE)
MISCELLANEOUS:	
CHANGE OF USE CERTIFICATE	\$150
NON-CONFORMING USE CERTIFICATE	\$100
LOT SPLIT	\$150 PER NEW LOT
REVISION TO ZONING CERTIFICATE (WITHIN 90 DAYS)	1/2 ORIGINAL FEE
SMALL CELLULAR TELECOMMUNICATION FACILITIES	\$100

ZONING MAP AMENDMENTS:

SINGLE FAMILY DISTRICTS	\$1300 + \$150 PER ACRE
MULTI-FAMILY DISTRICTS	\$1300 + \$150 PER ACRE
BUSINESS DISTRICTS	\$1300 + \$150 PER ACRE
"SWD" & "ME" LANDFILL & EXCAVATION DISTRICTS	\$1300 + \$150 PER ACRE
"RF" FLOOD PLAIN MANAGEMENT	\$300
HILLSIDE DEVELOPMENT OVERLAY DISTRICTS	\$1300 + \$150 PER ACRE
ADMINISTRATIVE MODIFICATION	\$150
FINAL DEVELOPMENT PLANS AND MINOR MODIFICATIONS	\$550
MAJOR MODIFICATIONS TO PD	\$1,300
LAND USE MAP CHANGES	\$500
OPEN SPACE DEVELOPMENT	\$1300 + \$150 PER ACRE

ADJACENT PROPERTY OWNERS, LEGAL NOTICES, AND RECORDING FEES - APPLICANT PAYS ALL CHARGES

BOARD OF ZONING APPEALS:

VARIANCE	\$350
COMPATIBLE NON-CONFORMING USE	\$400
CONDITIONAL USE	\$400
APPEAL OF ZONING ADMINISTRATOR DECISION	\$350

ADJACENT PROPERTY OWNERS AND LEGAL NOTICES - APPLICANT PAYS ALL CHARGES

MISCELLANEOUS FEES:

PLANNING & ZONING DOCUMENTS	10¢ PER PAGE
ZONING MAP (36"X50")	\$30
LAND USE MAPS (36"X44")	\$30
11"X17" MAPS	\$10
PROPERTY OWNER SEARCH/PLAT MAP	\$30
ZONING CERTIFICATION/VERIFICATION LETTER	\$125

NOTES:

MAKE CHECK PAYABLE TO: COLERAIN TOWNSHIP BOARD OF TRUSTEES

LEGAL NOTICES FOR PUBLIC HEARINGS - ESTIMATED MINIMUM FEE/HEARING: \$30

ADJACENT PROPERTY OWNERS NOTICES - CURRENT COST FOR USPS 1ST CLASS MAIL

RECORDING FEES - ESTIMATED MINIMUM FEE: SEE HAMILTON COUNTY RECORDING FEE SCHEDULE

FEES ARE NON-REFUNDABLE





DEVELOPMENT

Department: Development
Department Director: Geoff Milz, Administrator

Motion to Appoint Ms. Dionne Owens to the Board of Zoning Appeals to Fill the Unexpired Term of Mr. Tom Reininger

Recommend ADOPTION of the Motion.

Rationale:

With the resignation of Mr. Tom Reininger, there is a vacancy on the Board of Zoning Appeals. Mr. Reininger's term expires on December 31, 2024. The Township advertised the vacancy and received two applications: Ms. Dionne Owens and Mrs. Stephanie Wright.

Ms. Owens would fill the unexpired term of Mr. Reininger.

ADMINISTRATION

Department: Administration

Department
Director: Jeff McElravy, Finance Director

Resolution to Authorize the Transfer of Funds

Recommend ADOPTION of the Resolution.

Rationale:

The attached resolution allows for the transfer of employer contributions from the various Township funds into the newly established self insurance fund to provide an initial balance in the fund to pay bills as they move through the system. The "seed funding" contemplated in this resolution is based on a \$1,000 per employee per department model. There are constrained resources in the Community Center Fund, so that difference is being made up for by the General Fund (given that the community center operations are currently subsidized by the General Fund).

In the future, medical bills and claims will be processed out of the self insurance fund. In the past, they were processed out of the individuals funds with each monthly bill from our health care provider.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____p.m., on the ____ day of July, 2021, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger and Matthew Wahlert

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

RESOLUTION NO.: _____-21

**RESOLUTION AUTHORIZING THE TRANSFER OF TOWNSHIP MONEYS TO
OTHER TOWNSHIP FUNDS**

WHEREAS, pursuant to Ohio Revised Code 5705.14(E), the Board of Township Trustees can approve the transfer of money from the Township General Fund to any other fund; and,

WHEREAS, the Board of Township Trustees has established a self-insurance fund to pay for medical benefits; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$16,000 from the General Fund (1000) to the Self Insurance Fund; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$87,000 from the Fire District Fund (2111) to the Township's Self Insurance Fund; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$5,000 from the Parks Fund (2911) to the Township's Self Insurance Fund; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$62,000 from the Police District Fund (2081) to the Township's Self Insurance Fund; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$11,000 from the Road and Bridge Fund (2031) to the Township's Self Insurance Fund; and,

WHEREAS, the Colerain Township Board of Trustees finds it necessary to approve and authorize a transfer of up to \$1,000 from the Zoning Fund (2181) to the Township's Self Insurance Fund.

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

1. The Board of Trustees hereby approves the Township Fiscal Officer or Township Administrator to transfer up to \$182,000 to the Township's Self Insurance Fund.
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 meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
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. This resolution shall take effect at the earliest period allowed by law.

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

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

ADOPTED this _____ day of July, 2021.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,

Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of July, 2021.

Jeff Baker
Colerain Township Fiscal Officer

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

New Hire(s) - Part-Time Firefighter/EMT(s) and Firefighter/Paramedic(s) - Department of Fire & EMS
Recommend ADOPTION of the Motion.

Request authorization to conditionally hire the following candidates as part-time fire department employees at the specified hourly pay rate of \$14.94 per hour for Firefighter EMT:

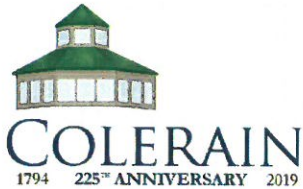
- Aaron Bryant – Firefighter EMT
- Caleb Clemons – Firefighter EMT
- Eric Godby – Firefighter EMT
- Juston Kallschmidt – Firefighter EMT
- Matt Kleinschmidt – Firefighter EMT
- Nick Klems – Firefighter EMT
- Peyton Ogle – Firefighter EMT
- Sam Steigerwald – Firefighter EMT
- Jacob Toole – Firefighter EMT

and conditionally hire the following candidates as part-time fire department employees at the specified hourly rate of \$16.41 per hour for Firefighter Paramedic:

- Sean Breitenstein – Firefighter Paramedic
- Donald Murdock – Firefighter Paramedic

Rationale:

The recommended candidates are being requested to fill vacant part-time Firefighter EMT and vacant part-time Firefighter Paramedic 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 Saturday, August 7th, 2021, following compliance of the aforementioned conditions with a one-year probationary period.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2442- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Peyton Ogle

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

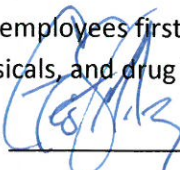
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employee's first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 72221

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

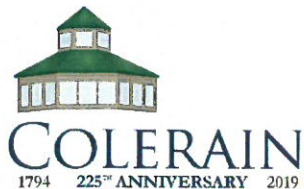
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2409- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Sean Breitenstein

Hourly rate: \$16.41 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter Paramedic

Department Head Name: Allen Walls

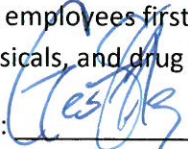
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 72221

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

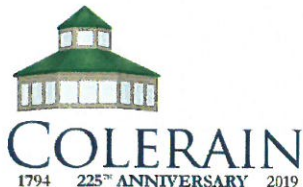
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2423- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Nicholas Klems

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

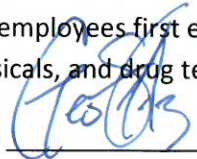
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

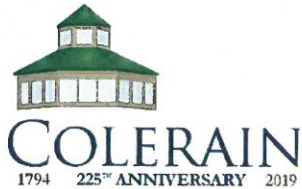
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2437- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Jacob Toole

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

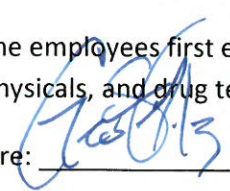
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

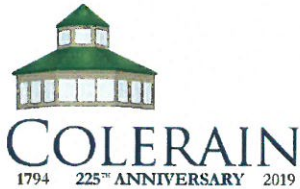
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2415- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Matthew Kleinschmidt

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

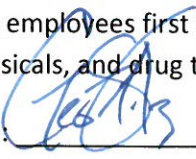
Department Head Name: Allen Walls

Signature: Allen Walls Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employee's first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

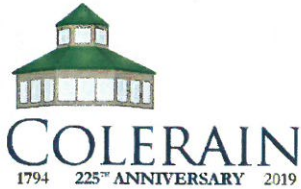
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 15, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2424- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Eric Godby

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

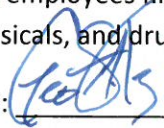
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

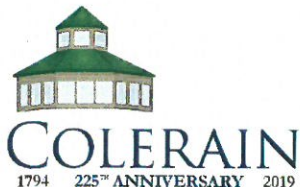
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2425- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Justin Kallschmidt

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

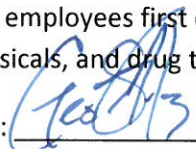
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

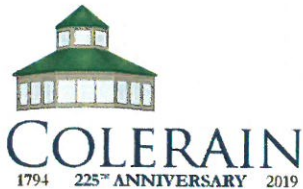
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 15, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2433- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Donald Murdock

Hourly rate: \$16.41 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter Paramedic

Department Head Name: Allen Walls

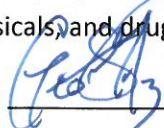
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

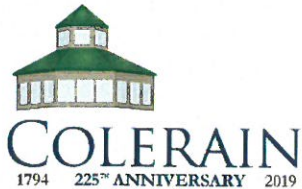
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2427- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Aaron Bryant

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

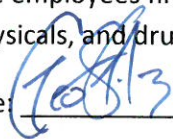
Department Head Name: Allen Walls

Signature: Allen Walls Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☐ Social media

☐ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

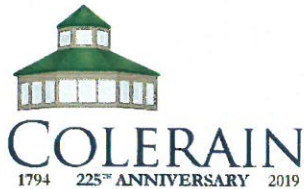
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2439- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Samuel Steigerwald

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

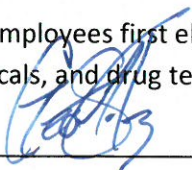
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7.22.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

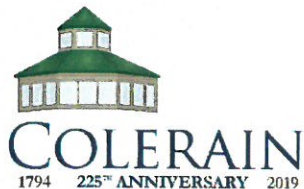
Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy 07/27/2021

Job Code: 130- PT Firefighter Position Number: 2449- PT Firefighter

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Caleb Clemons

Hourly rate: \$14.94 Employee Supervisor: Bradley Miller

Min/Max hours/week: 30

Proposed start date: August 8, 2021 Eligibility Date: August 8, 2021

Tentative schedule of hours: Rotating 24 hours once per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: Part-time Firefighter EMT-B

Department Head Name: Allen Walls

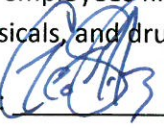
Signature: Allen Walls

Date: 7/16/2021

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: : August 8, 2021

Administrator Signature: 

Date: 7/22/21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☐ Other job boards

Hiring Process Timeline:

Date of initial posting: Rolling Process

Date posting closed: Rolling Process

Interview Committee: Jennifer Ploeger, Chris Hopkins, Joe Grayson, Allen Coley, Brad Miller

Interview dates: June 16, 2021

Number of applications: 72

Number of candidates interviewed: 16

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

New Hire - Career Firefighter/Paramedic - Department of Fire & EMS

Recommend ADOPTION of the Motion.

Rationale:

The position of firefighter/paramedic was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Andrew Ferrell. The wage for this job is \$48,926 annually per the IAFF local 3915 bargaining agreement. Contingent upon Board approval, Andrew would be eligible to begin work on August 22, 2021.

COLERAIN TOWNSHIP EMPLOYEE STATUS CHANGE

EMPLOYEE PROFILE

Employee Name: Andrew Ferrell Department: Fire & EMS
 Board Approved Date: 7/27/2021 Date Effective: 8/22/2021

EMPLOYMENT CHANGES

New Hire: ☐ Job Title: FT Firefighter/Paramedic Supervisor: Chief Allen Walls
 Rehire: ☐
 Part-Time: ☐ Start Date: _____ End Date: 8/21/2021
 Full-Time: ☒ Start Date: 8/22/2021

CLASSIFICATION CHANGES

Change	Old Information	New Information
Transfer: ☐	Title/Dept: _____	Title/Dept: _____
Promotion: ☒	Title/Dept: <u>Part-Time Firefighter/Medic/Fire</u>	Title/Dept: <u>Full-Time Firefighter/Medic Fire</u>
Demotion: ☐	Title/Dept: _____	Title/Dept: _____
Title: ☐	Title/Dept: _____	Title/Dept: _____
Salary: ☒	Salary: <u>\$16.41 hourly</u>	Salary: <u>\$48,926.00/\$17.75</u>
Status: ☐	Status: _____	Status: _____

Other changes: _____

Lay Off: ☐ Retirement: ☐ Resignation: ☐ Termination: ☐

Items Returned: Purchasing Card ☐ Keys ☐ Badge ☐ Laptop/iPad ☐ Township Issued Gear ☐

Term Benefits: Medical ☐ Dental ☐ Vision ☐ EAP ☐ Voluntary ☐ Life ☐

Eligible for Notice of COBRA Rights? _____ Date Processed: _____

ADDITIONAL COMPENSATION/BENEFITS INFORMATION

Please List Any Additional Changes in Compensation or Benefits:

VERIFICATION OF CHANGES

Administrator or Director Signature: _____ Date: _____

Finance Director: _____ Date: _____ Verify Final Payout ☐

CONSENT ITEMS

Department: Development
Department Director: Geoff Milz, Administrator

New Hire - Zoning Administrator - Development Department

Recommend approval of all consent items.

Rationale:

The position of Zoning Administrator was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Jarrod Alig.

The wage for this job is \$31.25 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on August 9, 2021.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Approval 07/27/2021

Job Code: 174- Director of Development Position Number: 3002- Zoning Administrator

Status: ☒ Full Time ☒ Permanent ☒ FLSA Exempt ☐ CBA Position
☐ Part Time ☐ Temporary/Seasonal ☐ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: JARROD ALIG

Hourly rate: 31.25/hour Employee Supervisor: Vacant (Director of Development)

Min/Max hours/week: 40 hours per week

Proposed start date: August 18, 2021 Eligibility Date: 07/28/2021

Tentative schedule of hours: NA

Does this position supervise staff? ☐ Yes ☒ No

Comments: NA

Department Head Name: Geoff Milz

Signature: _____

Date: _____

7.23.21

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 07/28/2021

Administrator Signature: _____

Date: _____

7.23.21

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

- ☒ Township Website
- ☐ Internal Bulletin Board
- ☐ Social media
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- ☐ Newspapers
- ☒ Other job boards

Hiring Process Timeline:

Date of initial posting: 04/02/2021

Date posting closed: 07/23/2021

Interview Committee: Edwards, Springsteen, Weckbach, Milz, Kohler, McElravy, Carter

Interview dates: 07/14/2021

Number of applications: 17

Number of candidates interviewed: 4