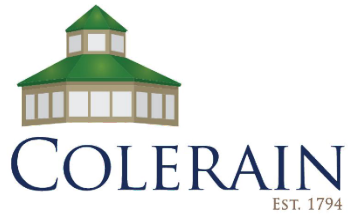


Regular Meeting of the Board of Trustees - August 10

August 10, 2021

1. **Opening of Meeting**
2. **Executive Session 6:00 PM**
3. **Pledge of Allegiance 7:00 PM**
4. **Meditation (Moment of Silence)**
5. **Fiscal Office – Approval of Minutes**
6. **Presentations**
 - a. Proclamation by the Board of Trustees Recognizing Larry Shad for His Contributions to the Township
 - b. Recognizing Robert Shepherd as the Employee of the Quarter
7. **Citizens Address**
8. **Administrative Reports**
9. **Trustees' Report**
10. **New Business**
 - Public Safety**
 - a. Motion to Authorize the Township Administrator to Execute an Agreement with Mobilcomm for Radio Maintenance.
 - b. Resolution Authorizing the Disposal of a Surplus Vehicle (Fire)
 - c. Resolution Ordering Abatement on Properties for Uncontrolled Vegetation and/or Refuse
 - Public Services**
 - Development**
 - Administration**
 - a. Resolution Authorizing the Adoption of Supplemental Appropriations
 - b. Motion Authorizing the Release of a Request for Proposals for Branding Services
 - c. Resolution Authorizing Participation in OneOhio Settlement
11. **Old Business**
12. **Consent Items**
 - a. New Hire - Fleet Mechanic Co-Op - Department of Fire and EMS
 - b. Contract - Merkle - Trash Abatement Services
13. **Fiscal Office Report**
14. **Executive Session – if needed**



15. Adjournment

COLERAIN

PRESENTATIONS

Department: Administration

Department
Director: Geoff Milz, Administrator

Proclamation by the Board of Trustees Recognizing Larry Shad for His Contributions to the Township
Recommend ADOPTION of the Motion.

Rationale:

Mr. Shad has made a significant contribution to the Township and this proclamation recognizes his many years of dedication.

PROCLAMATION RECOGNIZING AUGUST 10, 2021 AS LAWRENCE E. SHAD DAY IN COLERAIN TOWNSHIP

Hamilton

.....County, Ohio

Colerain

Be It Proclaimed by the Township Trustees ofTownship, that

WHEREAS, Lawrence E. Shad, better known as Larry, served in the U.S. Airforce from 1951 to 1955, during the Korean War; and

WHEREAS, Larry was a Civil Engineer and worked as a Surveyor for 40 years, performing numerous surveys in Colerain Township subdivisions; and

WHEREAS, Larry has been very active in the Colerain Township community, serving as a Volunteer Fireman of the Dunlap Fire Department for 27 years, the Colerain Township Land Use Committee for 4 years, and the Hamilton County Rural Zoning Committee for 5 years; and

WHEREAS, Larry joined the Coleraine Historical Society in 1994, serving as president and holding numerous other offices. In 2017, Larry was instrumental in moving, restoring, and preserving the Toll House; and in 2019, he designed and erected the Flood Pole monument in Heritage Park; and

WHEREAS, We congratulate Larry today on his 89th birthday. We thank and commend him for 70 years of service to Colerain Township. Larry is truly a beacon in our community, and we are proud to honor Larry and devote this day to him.

Be it Proclaimed that the Colerain Township Board of Trustees does hereby recognize
August 10, 2021 as Lawrence E. Shad Day in Colerain Township.

Adopted the 10th August 2021
.....day of

Attest
Fiscal Officer

.....

.....

Township Trustees

PRESENTATIONS

Department: Administration
Department Director: Geoff Milz, Administrator

Recognizing Robert Shepherd as the Employee of the Quarter

No action is requested of the Board.

Rationale:

From the August 2021 CERKL Story:

Employee of the Quarter: Rob Shepherd, IT Director

Technology is ever present in our lives. It helps us complete tasks with a speed and ease that was unimaginable 25 years ago. We have instant access to nearly anything we can imagine.

Rob Shepherd is the guru/wizard/superhero behind the IT for Colerain Township. Rob started with the Township in July 2013 and since then, he has consistently proven to be an amazing asset to the Township's workforce. His knowledge and skills in his field have been demonstrated time and time again. Whether directly or indirectly, Rob has a hand in every department, communication, and function benefiting both the employees and residents of this community. Technology is amazingly incredible, until it is not. When it is not, everything is affected.

In the early evening of Thursday, May 27, 2021, not long after Rob had finished his regular work day, he received a call from the Colerain Police Department stating that the internet and the Township's internal network servers were down. He tried troubleshooting what he could from home, but soon realized that the problem was more than he could solve remotely.

The power to the Administration Complex had glitched out. The battery backup Uninterruptable Power Supply (UPS) for the servers usually handles powers interruptions and keeps the servers running. Once in a *very* rare instance, the glitch will actually cause the battery backup UPS to shut down the entire server rack, and that is precisely what had happened. Unfortunately, that was not the worst of the problems. The Township's Firewall to block hackers and bad malware traffic, which is on a completely different UPS, also suffered a critical failure.

The servers were back up in the first 15 minutes after Rob arrived by resetting the server rack UPS, which meant Township employees were able to access their electronic files and email fellow employees internally. However, the Firewall was fried, bringing down all internet traffic and external e-mail traffic.

Rob analyzed the situation and he had two options:

1. Install the new Firewall purchased under this year's budget. While this was the preferred option, the new Firewall has a completely different programming philosophy and Rob was still in the process of studying this Firewall's security methods. In other words, he could install and hook this Firewall up, but getting it to pass internet and e-mail traffic again would take longer and therefore interrupt employee workflow efficiency.
2. His second (faster) option was to install a spare (old) Firewall, which he had wisely held onto, that was of the same type, just one model version off from the fried one.

So in the interest of bringing everyone back up (internet, external e-mail) in the quickest manner possible, he went with option 2. It seemed simple enough.

WRONG!

Cincinnati Bell Technology Solutions (CBTS) had the port on their device that connects us to the internet set to automatically disable after an extended hiatus, which was going on about 5 hours at this point. CBTS 24/7 support was able to connect and fix the issue remotely.

It was now 1:30 AM Friday morning but Rob channeled his inner 20-year-old self to keep going! After getting everything transferred and set up on the spare Firewall, all he had left was to reboot to get it up and running (with as far as technology has advanced, my non-technology wired mind wonders why turning electronics off and on again to get new “stuff” to work is even a thing. But, that is why I am not in IT!). Simple. THE OLD FIREWALL WOULD NOT COME BACK UP! It was in the state of the original fried Firewall! He tried troubleshooting, but it was approaching 3:30 AM Friday morning and he realized he needed to move on, and go back to option #1 – install the newly procured Firewall and be done with it. He could at least get internet flowing and then worry about the other programming configuration and external e-mail flow afterwards!

In Rob’s words, “to make an already long story a bit briefer,” he finally had everything up and running at 2:30PM Friday afternoon. “It was a religious experience hearing all the Outlook “new e-mail” notifications ring up and down the Admin hallways,” he said.

Through stress and growing fatigue, Rob persevered without hesitation or complaint so that the Township could get back to business as normal! "The dedication that Rob showed in May was not a one-off event. It was illustrative of his ongoing commitment to making sure the critical work of our first responders and all staff can continue efficiently and effectively. He exemplifies our core values of innovation, hard work and customer service and I'm so happy to be able to recognize his daily contribution to our organization and our community with this distinction!"

After 32+ hours of no sleep, Rob returned to his home in Kettering that he shares with his wife Michelle, their four ginormous dogs, and their collection of Ford Mustangs that they show in their free time.



PUBLIC SAFETY

Department: Fire
Department Director: Allen Walls, Fire Chief

Motion to Authorize the Township Administrator to Execute an Agreement with Mobilcomm for Radio Maintenance.

Recommend ADOPTION of the Motion.

Rationale:

The Mobilcomm Radio Maintenance service contract covers all 80 portable radios and 49 mobile radios in the departments inventory. Motorola recommends that all public safety radios have a yearly preventive maintenance check. The yearly preventative maintenance check is necessary to ensure proper operation of our portable radios, a firefighter's lifeline. Basic maintenance cost without the service contract is \$560.00 per radio, 80 radios x \$560.00 = \$44,800.00. In the past, some portable radios sent out for repair have come back with invoices exceeding \$1,500.00. With a Mobilcomm service contract, radio maintenance is free. This service contract also provides pickup and delivery of items that need to be repaired or sent out for maintenance. In closing, the service we will receive far exceeds the price of this contract.

MOBILCOMM, INC
1211 W SHARON RD
CINCINNATI, OH 45240
513-742-5555

INITIAL RATE:	\$15,480.00 Annually
EFFECTIVE DATE:	August 1, 2021
TERM:	1 Year

I HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT. WHEN THIS AGREEMENT IS ACCEPTED BY MOBILCOMM, INC, THE EQUIPMENT LISTED WILL BE MAINTAINED BY MOBILCOMM, INC IN ACCORDANCE WITH THE TERMS AND CONDITIONS PRINTED. ANTENNAS, BATTERIES, CATASTROPHIC FAILURE, DAMAGE DUE TO ACTS OF GOD, ABUSE OR MISUSE ARE NOT COVERED UNDER THIS AGREEMENT. THE INTENTION OF THIS AGREEMENT IS TO COVER DAMAGES CAUSED BY NORMAL WEAR AND USAGE.

ALL WORK IS TO BE PERFORMED BY MOBILCOMM, INC OR THEIR AUTHORIZED REPRESENTATIVE. NORMAL SERVICE HOURS ARE MONDAY-FRIDAY FROM 8:00 AM - 4:00 PM (EXCEPT FOR NATIONAL HOLIDAYS)

Memo



To: Geoff Milz, Township Administrator
From: Allen Walls, Chief of Department
Date: July 31, 2021
Re: Contract – Mobilcomm Radio Maintenance

The Mobilcomm Radio Maintenance service contract covers all 80 portable radios and 49 mobile radios in the departments inventory. Motorola recommends that all public safety radios have a yearly preventive maintenance check. The yearly preventative maintenance check is necessary to ensure proper operation of our portable radios, a firefighter's lifeline. Basic maintenance cost without the service contract is \$560.00 per radio, 80 radios x \$560.00 = \$44,800.00. In the past, some portable radios sent out for repair have come back with invoices exceeding \$1,500.00. With a Mobilcomm service contract, radio maintenance is free. This service contract also provides pickup and delivery of items that need to be repaired or sent out for maintenance. In closing, the service we will receive far exceeds the price of this contract.

PUBLIC SAFETY

Department: Fire
Department
Director: Allen Walls, Fire Chief

Resolution Authorizing the Disposal of a Surplus Vehicle (Fire)

Recommend ADOPTION of the Resolution.

Rationale:

The following vehicle has been taken out of service for either mechanical or other issues that would not allow the vehicle to operate in a safe manner or is no longer needed to do township business.

This vehicle is from the Fire Department's Fleet inventory:

1998 Ford Crown Vic
Vin #2FAFP71W5WX169349
Miles - 106550

Memo



To: Allen Walls, Fire Chief
From: Mike Adler, Fleet Manager
Date: July, 20 2021
Re: Proposal – Disposal of Vehicle

This is a proposal and recommendation to dispose of the following township vehicles and or equipment using Govdeals auction website.

The following vehicles and or equipment have been taken out of service for either mechanical or other issues that would not allow the vehicles and or equipment to operate in a safe manner to do township business.

1998 Ford Crown Vic
Vin #2FAFP71W5WX169349
Miles - 106550

Should you have any questions regarding this matter please do not hesitate to contact me.

PUBLIC SAFETY

Department: Police

Department
Director: Mark Denney, Police Chief

Resolution Ordering Abatement on Properties for Uncontrolled Vegetation and/or Refuse

Recommend ADOPTION of the Resolution.

Rationale:

Recommend adoption of the motion to order abatement due to uncontrolled vegetation and/or refuse and debris on the properties included in 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 10th day of August, 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>
8371 Jackies	510-0061-0024-00
8462 Jackies	510-0061-0038-00
9854 Loralinda	510-0112-0188-00
2696 Monette	510-0053-0389-00
3029 Sovereign	510-0064-0222-00
10032 Sturgeon	510-0044-0157-00

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 10th day of August, 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 10th day of August, 2021.

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department
Director: Jeff McElravy, Finance Director

Resolution Authorizing the Adoption of Supplemental Appropriations

Recommend ADOPTION of the Resolution.

Rationale:

As part of the 2020 budget, the Board of Trustees appropriated \$77,200.00 for the purchase of several capital items for Public Services, including replacement beds for three dump trucks, a chipper body, and a flatbed for a swap loader. Those items were purchased from KE Rose, but due to supply chain challenges, the equipment has not yet been delivered to the township.

In the interim, the purchase orders from 2020 were closed. In order to pay those invoices when they come due, it is necessary to appropriate 2021 funds to cover those expenses. This resolution increases appropriations in Fund 2021 by \$77,200.00 for that purpose.

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

Raj Rajagopal, Dan Unger, Matthew Wahlert

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

RESOLUTION NO. _____-21

**RESOLUTION AUTHORIZING THE ADOPTION OF SUPPLEMENTAL
APPROPRIATIONS FOR THE YEAR 2021**

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

1. Authorize the Fiscal Officer to prepare and submit a schedule of Permanent Appropriations for the year ending December 31, 2021 to the Hamilton County Budget Commission, as follows;

Fund	Description	Permanent Appropriations
1000	General	\$6,987,222
2011	Motor Vehicle License Tax	\$41,162
2021	Gasoline Tax	\$1,568,269
2031	Road & Bridge	\$1,094,649
2081	Police District	\$8,766,095
2111	Fire District	\$13,738,945
2181	Zoning	\$413,625
2231	Permissive Motor Vehicle License Tax	\$1,096,642
2261	Law Enforcement Trust	\$341,992
2271	Enforcement & Education	\$1,500
2281	Ambulance & Emergency Medical Services	\$1,933,695
2401	Special Assessment Lighting District	\$162,726
2901	TIF - Kroger	\$241,275
2902	Recycling Incentive	\$90,843
2903	TIF - Colerain Towne Center	\$280,427
2907	TIF - Stone Creek	\$0
2908	CDBG	\$283,774
2910	TIF - Best Buy	\$0
2911	Parks & Services	\$1,845,563
2912	Community Center	\$520,158
3102	Bond Retirement Parks	\$306,800
3103	Bond Retirement PW Bldg.	\$213,200

3105	Bond Retirement - Streetscape	\$176,800
3301	Bond Retirement - Special Fire Assessment	\$244,400
4401	NSP	\$0
4409	OPWC	\$58,466
6001	Self-Insurance Fund	\$756,936

2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

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

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

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

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

ADOPTED this _____ day of August, 2021.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

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

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration
Department Director: Geoff Milz, Administrator

Motion Authorizing the Release of a Request for Proposals for Branding Services

Recommend ADOPTION of the Motion.

Rationale:

The purpose of this project is to proactively reposition the reputation and identity of Colerain Township through thoughtful branding. This initiative will begin the process of discovering, creating, developing and realizing ideas and concepts for reconstructing the place identity of Colerain Township, our defining traits and ‘genius loci’ and subsequently building the sense of place, by efforts and investments in hardware (e.g. infrastructure, buildings), software (e.g. events, stories, letterhead, etc), and virtual ware (e.g. symbols and symbolic actions, websites).

Colerain Township is a thriving community that cares. Creating a brand that captures the essence of Colerain as a distinctive, authentic, and memorable place to raise a family, cultivate a business and have a good time will improve our sense of identity, improve our economic development opportunities and create a sense of place that is positive and affirmational.

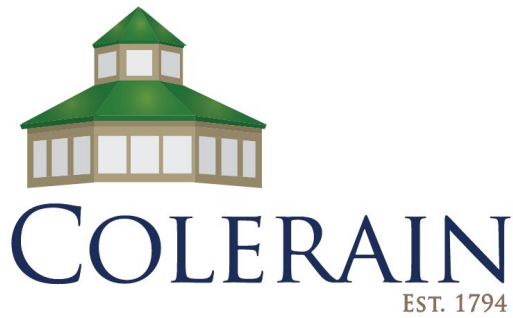
We seek to reimagine and deploy Colerain Township’s brand in our region.

The primary objective of this initiative is to investigate the values that aggregate to “Brand Colerain”; create a style guide that articulates those values and deploys them with visual and graphic standards, including logo and templates for common needs such as letterhead, report covers, presentations, etc.; provides a brand activation strategy that takes into account hardware, software, and virtualware channels of communication.

First-ring suburbs often lack a cohesive identity, or if they have one, it is not of their own making. This initiative will allow Colerain Township to proactively cultivate an identity that is distinctive, authentic, memorable, and positive.

The list of services that the Township desires to contract for include:

- Refine and communicate the Township’s brand definition, meaning our purpose, values and promise;
- Create for the Township a new style guide and brand identity, meaning a series of visible elements of the township’s brand such as color, design and logo that identify and distinguish the brand in the consumer’s eyes.
- Provide a brand activation strategy that takes into account hardware, software, and virtualware channels of communication



REQUEST FOR PROPOSALS (RFP)

BRANDING SERVICES for Colerain Township

Release Date: 08/11/2021

Response Deadline: 09/03/2021

4200 Springdale Road
Colerain Township, OH 45251

513-385-7500

**GUIDELINES AND INSTRUCTIONS
FOR REQUEST FOR PROPOSALS (RFP) FOR BRANDING SERVICES**

Colerain Township
4200 Springdale Road
Cincinnati, Ohio 45251
Phone: 513-385-7500

NOTICE TO RESPONDENTS

Colerain Township is soliciting proposals for branding services until September 3, 2021.

All clarifying questions for this proposal should be direct to Geoff Milz, Township Administrator, via email at Gmilz@colerian.org. All questions should be submitted by August 27, 2021.

In order to properly submit a response, all responses should be emailed to Geoff Milz, Administrator, Re: Branding Services RFP, at the email address gmlz@colerain.org not later than 4:00 p.m., September 3, 2021.

Respondents should be aware that any records they submit to the Township, or that are used by the Township may be public records. The Township will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

GENERAL INFORMATION

Since 1794, Colerain Township has been providing outstanding services to its residents. As one of Ohio's largest Townships, Colerain Township is a community of over 58,000 residents located over 43 square miles. The Township has one major regional retail corridor (Colerain Ave.), with several other retail centers dispersed throughout other areas of the Township. The largest employer in Colerain Township is Rumpke. Colerain Township is governed by three independently elected Trustees and one elected Fiscal Officer.

The Township has five main departments that are responsible for the delivery of basic services. These departments are: Administration, Development, Fire & EMS, Police, and Public Services. The Township is a full-service Township staffed by approximately 260 employees.

PROJECT SCOPE

The purpose of this project is to proactively reposition the reputation and identity of Colerain Township through thoughtful branding. This initiative will begin the process of discovering, creating, developing and realizing ideas and concepts for ***reconstructing the place identity of Colerain Township***, our defining traits and 'genius loci' and subsequently building the sense of place, by efforts and investments in hardware (e.g. infrastructure, buildings), software (e.g. events, stories, letterhead, etc), and virtual ware (e.g. symbols and symbolic actions, websites).

Colerain Township is a thriving community that cares. Creating a brand that captures the essence of Colerain as a distinctive, authentic, and memorable place to raise a family, cultivate a business and have a good time will improve our sense of identity, improve our economic development opportunities and create a sense of place that is positive and affirmational.

We seek to reimagine and deploy Colerain Township’s brand in our region.

The primary objective of this initiative is to investigate the values that aggregate to “Brand Colerain”; create a style guide that articulates those values and deploys them with visual and graphic standards, including logo and templates for common needs such as letterhead, report covers, presentations, etc.; provides a brand activation strategy that takes into account hardware, software, and virtualware channels of communication.

First-ring suburbs often lack a cohesive identity, or if they have one, it is not of their own making. This initiative will allow Colerain Township to proactively cultivate an identity that is distinctive, authentic, memorable, and positive.

The list of services that the Township desires to contract for include:

- Refine and communicate the Township’s **brand definition**, meaning our purpose, values and promise;
- Create for the Township a new **style guide and brand identity**, meaning a series of visible elements of the township’s brand such as color, design and logo that identify and distinguish the brand in the consumer’s eyes.
- Provide a **brand activation strategy** that takes into account hardware, software, and virtualware channels of communication

TIMELINES

- | | |
|-------------------------------------|---|
| 1. Township Trustees RFP Approval: | August 10, 2021 |
| 2. Proposal Deadline: | 4:00 p.m. (local time) on September 3, 2021 |
| 3. Internal Review Period: | September 6 – September 8, 2021 |
| 4. Interviews, if applicable: | September 9, 2021 |
| 5. Projected Township approval: | September 14, 2021 |
| 6. Projected Contract Commencement: | September 15, 2021 |

The Township will not be responsible for proposals that are received after the 4:00 p.m. deadline on September 3, 2021.

EVALUATION CRITERIA

Proposals will be initially evaluated by internal Township staff, including the Township Administrator and Assistant Administrator. After this initial internal review, a recommendation will be provided to the Board of Trustees for a final decision.

The Township understands that it is important to use a structured process that fairly compares different proposals based on a number of factors. The criteria for evaluating the proposals will be based upon a combination of the factors, including but not limited to the following:

1. Experience
2. Written Communication in Proposal
3. Portfolio
4. References
5. Cost
6. Availability

Colerain Township Trustees must still approve a final contract and vendor selection before the process is completed.

RESPONSE FORMAT

All proposals shall be submitted in the following format. Failure to abide by this format may result in the disqualification of the submission.

It is requested that all proposals be submitted in the following format to expedite the review and selection process.

1. Cover Letter – A cover letter signed by an individual who is authorized to submit the response to the Request for Qualifications.
2. Experience– A listing of three comparable projects with a description of services rendered (including any required subcontracting). Please include contact information.
3. List of Key Staff – A complete list of key personnel who will be involved with this project, including their experience and qualifications. In addition, any key sub-contractors and their staff should also be identified, if applicable.
4. Conflicts of Interest – Responses must disclose any conflicts of interest to their accepting an award of the contract with Colerain Township. If a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the proposer.
5. Legal Disclosure – Please disclose your firms current legal and financial situation, including: any bankruptcies filed; and, any material (in excess of \$50,000) claims, judgments, arbitrations investigations or lawsuits pending.
6. Cost Proposal/Fee Structure – Please provide a simple description or explanation of your firms billing structure. This can be either an hourly rate, set monthly fee, or other fee structure. If you are not selecting to provide all services listed, please indicate an estimated fee for each service type.
7. Sample Contract – A copy of sample agreement/contract. This will allow the Township to expedite the review/award process. Please include any proposed performance

measures that will allow the Township to gauge the effectiveness of the contract in this document.

8. Other Information – A statement of any other pertinent information that should be known in order to effectively evaluate the proposal.

Terms and Conditions

Colerain Township reserves the right to reject any or all proposals, to award contracts in whole or in part, to further negotiate proposals in whole or in part, or to waive any informalities or irregularities in the submitted proposals.

The response to this Request for Proposals is entirely voluntary. The Request for Proposals does not commit the Colerain Township to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

Colerain Township may reject any or all responses that do not meet the requirements of the Request for Proposals in any respect. Responses which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Colerain Township, information was supplied that is intended to mislead Colerain Township, in its evaluation of the proposal and the attribute, condition, or capability, the proposal will be rejected.

Colerain Township reserves the right to expand or reduce the work subject to negotiating with the successful contract. Colerain Township reserves the right to choose a company from the responses or to further interview companies after proposals are submitted.

ADMINISTRATION

Department: Administration

Department
Director: Geoff Milz, Administrator

Resolution Authorizing Participation in OneOhio Settlement

Recommend ADOPTION of the Resolution.

Rationale:

This resolution allows us to participate in the OneOhio Settlement.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **6:00** p.m., on the **10th** day of August, 2021, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Mr. Raj Rajagopal, Mr. Dan Unger, and Matthew Wahlert

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

RESOLUTION NO.: _____-21

AN EMERGENCY RESOLUTION TO ACCEPT THE MATERIAL TERMS OF THE ONE OHIO SUBDIVISION SETTLEMENT PURSUANT TO THE ONE OHIO MEMORANDUM OF UNDERSTANDING AND CONSISTENT WITH THE TERMS OF THE JULY 21, 2021 NATIONAL OPIOID SETTLEMENT AGREEMENT

AN EMERGENCY RESOLUTION AUTHORIZING the Law Director to execute the Participation Agreement for the OneOhio Subdivision Settlement with McKesson Corporation, Cardinal Health, Inc., and AmerisourceBergen Corporation (“Settling Distributors”) pursuant to the OneOhio Memorandum of Understanding regarding the pursuit and use of potential opioid litigation settlement funds and consistent with the material terms of the July 21, 2021 proposed National Opioid Distributor Settlement Agreement available at <https://nationalopioidsettlement.com/>.

WHEREAS, Colerain Township, Ohio (herein “the Township”) is a Township formed and organized pursuant to the Constitution and laws of the State of Ohio; and

WHEREAS, the people of the State of Ohio and its communities have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities within the Opioid Pharmaceutical Supply Chain; and

WHEREAS, the State of Ohio, through its Attorney General, and certain Local Governments, through their elected representatives and counsel, are separately engaged in litigation seeking to hold Opioid Pharmaceutical Supply Chain Participants accountable for the damage caused by their misfeasance, nonfeasance and malfeasance; and

WHEREAS, the State of Ohio, through its Governor and Attorney General, and its Local Governments share a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance and malfeasance throughout the State of Ohio; and

WHEREAS, the State and its Local Governments, subject to completing formal documents effectuating the Parties Agreements, have drafted and the Township has adopted, and hereby reaffirms its adoption of, a OneOhio Memorandum of Understanding (“MOU”) relating to the allocation and the use of the proceeds of any potential settlements described; and

WHEREAS, the MOU has been collaboratively drafted to maintain all individual claims while allowing the State and Local Governments to cooperate in exploring all possible means of resolution; and

WHEREAS, the Board understands that an additional purpose of the MOU is to create an effective means of distributing any potential settlement funds obtained under the MOU between the State of Ohio and Local Governments in a manner and means that would promote an effective and meaningful use of the funds in abating the opioid epidemic throughout Ohio, as well as to permit collaboration and explore potentially effectuation earlier resolution of the Opioid Litigation against Opioid Pharmaceutical Supply Chain Participants; and

WHEREAS, nothing in the MOU binds any party to a specific outcome, but rather, any resolution under the MOU requires acceptance by the State of Ohio and the Local Governments; and

WHEREAS, a settlement proposal is being presented to the State of Ohio and Local Governments by distributors AmerisourceBergen, Cardinal, and McKesson (collectively the “Settling Distributors”) to resolve governmental entity claims in the State of Ohio using the structure of the OneOhio MOU and consistent with the material terms of the July 21, 2021 proposed National Opioid Distributor Settlement Agreement; and

WHEREAS, the Board wishes to agree to the material terms of the proposed National Opioid Distributor Settlement Agreement with the Settling Distributors (the “Proposed Settlement”):

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

1. That the Board hereby accepts the Proposed Settlement on behalf of Colerain Township, pursuant to the terms of the OneOhio MOU and authorizes the Law Director or Assistant Law Director to execute the Participation Agreement for the OneOhio Subdivision Settlement with McKesson Corporation, Cardinal Health, Inc., and AmerisourceBergen Corporation (“Settling Distributors”) pursuant to the OneOhio Memorandum of Understanding regarding the pursuit and use of potential opioid litigation settlement funds and consistent with the material terms of the July 21, 2021
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 is hereby declared to be an emergency measure, necessary for the preservation of the public peace, health, welfare and safety of Colerain Township. The reason for the emergency is to ensure prompt pursuit of funds to assist in abating the opioid epidemic throughout Ohio.
5. 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 **10th** day of August, 2021.

BOARD OF TRUSTEES:

Dan Unger, Trustee

Raj Rajagopal, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this **10th** day of August, 2021.

Jeff Baker
Colerain Township Fiscal Officer

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

New Hire - Fleet Mechanic Co-Op - Department of Fire and EMS

Recommend approval of all consent items.

Rationale:

The position of part-time Co-op Fleet Maintenance Student was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Andrew Walton.

The wage for this job is \$12.36 per hour not to exceed 30 hours per week. Contingent upon Board approval, Andrew would be eligible to begin work on August 22, 2021.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval [Click or tap here to enter text.](#)
☐ Reconfiguration of position - Date of Trustee Approval [Click or tap here to enter text.](#)
☒ Replacement existing vacancy

Job Code: [Click or tap here to enter text.](#) Position Number: [Click or tap here to enter text.](#)

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: Andrew Walton

Hourly rate: \$12.36 Employee Supervisor: Michael Adler

Min/Max hours/week: 30

Proposed start date: August 22, 2021 Eligibility Date: August 22, 2021

Tentative schedule of hours: Varying Monday through Friday

Does this position supervise staff? ☐ Yes ☒ No

Comments: Co-Op Fleet Maintenance

Department Head Name: Allen Walls

Signature: Allen Walls

Date: 07/30/2021

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: [Click or tap here to enter text.](#)

Administrator Signature: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

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: July 23, 2021

Date posting closed: July 30, 2021

Interview Committee: Michael Adler

Interview dates: July 26, 2021

Number of applications: 1

Number of candidates interviewed: 1

CONSENT ITEMS

Department: Administration

Department
Director: Geoff Milz, Administrator

Contract - Merkle - Trash Abatement Services

Recommend approval of all consent items.

Rationale:

This contract provides for the pick up of litter on Colerain Ave once every three weeks in service of Strategic Goal #3: To improve the look of the Township with a focus on litter & dumping. It is capped at \$10,000. If we desire to continue to approach litter this way, we will bring an additional contract to the Board.

Merkle Lawn Care Company, Inc.
210 Vine St.
Wilder, KY 41076
Phone (859)781-8652
Fax (859)781-8653

Merkle Landscape, a Div. of MLCC Inc.

July 27, 2021

Colerain Township
4200 Springdale Road
Colerain Township, OH 45251
Attn: Jeff Weckbach

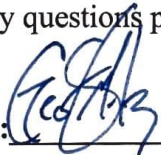
RE: Litter removal from Colerain Avenue Cost: \$1,345 per cycle picked up
\$335 to haul away

Merkle Lawn Care will be offering our services for litter removal along Colerain Avenue in Colerain Township on an every three-week basis. We will have crews remove debris from along roadway edge and turf area. All debris will be hauled away and properly disposed. This will be scheduled by MLCC to coordinate with our other contracts.

This contract is not to exceed \$10,000.00. A subsequent agreement will be considered by the Board of Trustees to expand the scope of this contract beyond the cap of \$10,000.00.

Contractor will submit tonnage of waste picked up with invoice. This agreement may be cancelled at any time by Colerain Township or the Contractor.

If you have any questions please give me a call at (859)991-0366.

Authorization:  _____

Date: 7.27.21

Sincerely,

Doug Merkle, Vice President
Merkle Lawn Care Co.