

Minutes

August 10, 2021

1. **Opening of Meeting**

Mr. Rajagopal called the meeting to order at 6:00pm.

All Trustees were present, the Fiscal Officer, Jeff Baker, was excused.

A motion was made by Dan Unger to appoint a Secretary for the meeting. Raj Rajagopal seconded this motion.

The board discussed the importance of having someone other than the Administrator serve as the Secretary to allow the Administrator to focus on responding to Trustee questions throughout the meeting.

Mr. Wahlert asked if a motion was required to excuse Mr. Baker. Assistant Law Director Sollmann indicated that it was not necessary.

2. **Executive Session 6:00 PM**

Mr. Milz recommended that the Board go into executive session in accordance with ORC Section 121.22(G)(2) to consider the sale or disposition of obsolete or other unneeded property in accordance with Section 505.10 of the ORC, in accordance with ORC Section 121.22(G)(3) to discuss pending or eminent litigation with the township attorney, and also in accordance with ORC Section 121.22(G)(8) to consider confidential information relating to specific business strategy and discuss negotiations with other political subdivisions respecting requests for economic development assistance. Mr. Pete Schwiegeraht was invited to attend executive session.

There was no report following executive session.

3. **Pledge of Allegiance 7:00 PM**

The Pledge of Allegiance was recited by all members in attendance.

4. **Meditation (Moment of Silence)**

Mr. Rajagopal requested a moment of silence and meditation. He asked that we reflect on our children returning to school, their safety, and the safety of school teachers.

Matt Wahlert made a motion to amend the agenda to include a State of Ohio legislative update by State Representative Cindy Abrams and Dan Unger offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

5. **Fiscal Office – Approval of Minutes**

Mr. Unger indicated that Mr. Baker was excused from the meeting.



Dan Unger made a motion to approve the minutes of the 7/27/2021 Special Meeting of the Board of Trustees and Raj Rajagopal offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

Dan Unger a motion to approve the minutes of the 7/27/2021 Regular Meeting of the Board of Trustees and Matthew Wahlert offered the second.

DISCUSSION

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

6. Presentations

- a. Proclamation by the Board of Trustees Recognizing Larry Shad for His Contributions to the Township

Mr. Milz introduced a proclamation to Lawrence Shad honoring him for his contributions to Colerain Township. Highlights of Mr. Shad's work include the installation of a historical flood pole at Heritage Park, his involvement in the restoration of the Historic Toll Booth, and his overall contributions to the Historical Society. This proclamation was read into the record by Dan Unger. Mr. Rajagopal expressed his thanks for Larry's dedication and assistance in various Township events and activities, including the burial of the time capsule.

The room proceeded to sing Happy Birthday to Larry.

Larry shared a few words, including how humbled he was to have this proclamation. He also mentioned his on-going tour walk at Heritage Park and encouraged people to come visit him for future walks. Larry then introduced various members of his family at the request of the Trustees.

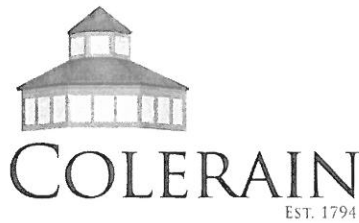
Dan Unger made such motion and Raj Rajagopal offered the second. Roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- b. Recognizing Robert Shepherd as the Employee of the Quarter

Mr. Milz recognized Robert Shepherd as the Township's Employee of the Quarter for the second quarter of 2021. Rob serves as the IT Director for the Township and is responsible for all IT infrastructure for all Township offices and operations. Rob was able to respond to an incident in May of 2021 that reminded us of how great of an



employee he is. Rob was scheduled to be on vacation when the Wi-fi went down at the Township. On investigation that evening, the firewall for the Township had gone down, due to a power glitch. This fix took around 36 hours of non-stop work to repair the firewall.

Rob then spoke and shared his appreciation for being recognized.

c. Representative Abrams then provided an update on various legislation at the Statehouse including:

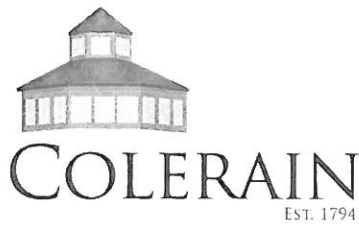
- HB92 - Requires all child abuse and neglect for military families to be reported to the appropriate military authorities
- HB93 - Expands the Safe at Home program to allow victims of violent crime to keep their addresses confidential
- HB109 - Outlines criminal offenses and penalties for assault and vandalism that occur during riots
- HB254 - Creates pathway for counties to create a Domestic Violence Fatality Review Board
- HB283 - Expands the laws on texting and driving to make Ohio a "hands free state" (individuals cannot hold a cell phone while driving)
- HB431 - Enhances penalties for human trafficking and provides additional protections for victims
- State Budget - passed recently and includes a number of updates including changes to education funding, public safety grants, and other dollars dedicated to specific initiatives.

Mr. Rajagopal thanked Representative Abrams for the update and for her hard work.

7. Citizens Address

Bruce Peirano - Discussed the proposed RFP for Branding. Mentioned that the Township has spent lots of money on surveys that have not been useful. He cited that the RFP does not have pricing and that we are not going to ever be West Chester. A brand is not needed and the bridge sign over 275 should be a half mile before the exit. Brought up concerns with police and fire funding and the need for future levies. Balancing the needs versus the wants is important.

Keith Miller - Discussed the school district levy and pending programmatic cuts. Commented on the autism camp on Compton Road and that he would explore who the owners are currently. He also mentioned that he does not want the Township to address the car in the creek by Compton, as it is in Springfield Township.



Rich McVay - Shared his support for the branding RFP as it is an opportunity to pull the community together. He mentioned a Forbes article that highlighted that most municipal branding efforts are not successful and challenged us to understand the difference between a brand identity and image. His hope is that the final effort will be authentic to the people who live in Colerain.

Kathy Mohr - Discussed the 2018/2019 audit and asked if the Trustees would be addressing a gift/donation policy, highlighting various gifts/donations over the past audit cycle. She also discussed the Merkle contract, including how the document is vague as it does not address where the trash will be hauled, how long they will pick up, and how they will address furniture and appliances.

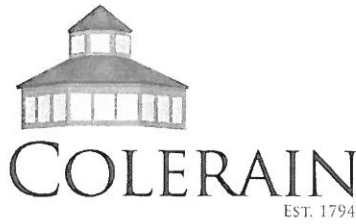
Dick Semple - Mentioned the grand opening of Fort Coleraine and how this helped to pull the community together. He thanked Jackie O'Connell for her work on this and highlighted that Colerain has a lot of positive items. We just need to focus on the good things in Colerain. He then challenged Colerain to pull resources to make this the best community possible.

Stephanie Wright - Addressed the Merkl contract, citing that the Township is outsourcing litter pickup. Mentioned that it appears to be simply an email and not a contract as it does not include a start or end time. Mentioned other contracts that have not been fully enacted included the PMAM and Muni-reg contracts.

Donald Wright - Mentioned that he is a long time listener and first time talker. He cited that he was upset with the Merkle contract due to the cost per pickup. He referenced that more than 5 total pickups are needed and that the contract did not cite where pickups would occur on Colerain. He wanted to know why the County will not take care of the litter on the road. He felt that we are not paying our employees enough and that we should increase the pay for the part time litter pick up laborer to \$20-\$25 per hour.

8. **Administrative Reports**

Mr. Milz - In response to Mr. Peirano's comments, mentioned that we have budgeted \$75,000 for the branding initiative. He then referenced that our goal is to create a brand identity, similar to the description provided by Mr. McVay. In response to Ms. Mohr, the Township does not have a donation making policy. In response to questions about the litter contract with Merkle, the contract was signed to follow the priorities identified by the Board of clean, green, and prosperous. One initiative to fulfill this goal was to create a litter crew. Due to the difficulty in filling those positions, the Township has decided to enter into a contract with Merkle to ensure that trash is being collected while we continue to try to fill those positions. Mr. Milz addressed that the Merkle contract would cover the collection of trash in the right of way. Mr. Milz also discussed the PMAM contract and the fact that the systems do not talk, so we abandoned the project. He then addressed that we are still contracting with Muni-Reg, however we are not paying them as they will be paying the Township for vacants. Vacant Building Maintenance Licenses have been enforced and

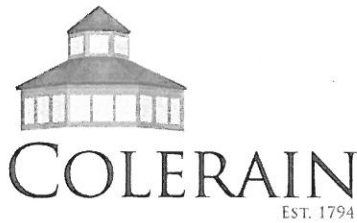


those licenses have been provided to Ms. Wright in the past. Mr. Milz then transitioned to highlight the opening of Ft. Coleraine in Colerain Park and how great it was to see all of the smiling faces at the new playground.

Chief Walls - For July we had 791 EMS incidents, 176 Fire incidents, 31 responses into the Springfield Township contract area. There were four significant incidents this month: a building fire on February, a building fire on Regal, a building fire on Colerain Avenue, and a major swift water rescue on the Great Miami River. The rapid response and a working suppression system enhanced the overall response to the fire and helped to prevent major damage to the entire building complex. For the swift water rescue, our employees risked their lives in this incident and should be recognized for their bravery. The Chief read an email from the City of Cincinnati highlighting the great work by our employees. The average response time for July was 5 minutes and 18 seconds. He then addressed the City of Fairfield Wastewater Treatment plant. This plant uses an ultraviolet (UV) system to kill bacteria in the treated wastewater which is discharged to the Great Miami River. This is one step in a multi-step process in treating raw sewage which arrives at the plant. Normally, the UV system kills any remaining bacteria (i.e. E. Coli, fecal coliform, etc.) in the treated wastewater which is discharged to the river. A control board failed in the UV system causing it to stop operating. They hope to have the system repaired later this week. All other parts of the wastewater treatment plant process are still operating. Based upon a review of the river flow data and amount of sewage discharged from the plant, Ohio EPA and the City of Fairfield determined the advisory area for the Great Miami River which extends from the plant to US 27 at the Butler and Hamilton County border. The concentrations will decrease further downriver due to the wastewater stream becoming more diluted as it mixes in the river. The City of Fairfield is recommending that if somebody comes in contact with the river water, they wash their skin with soap and water.

Chief Denney - For July officers responded to 3,913 calls for services. This is a 5% increase over last year. Nearly half of our call volume comes through the 321-COPS line, which saves the Township money on detail rates from the 911 communications center. The average response time for emergency calls in July was 2 minutes and 38 seconds. 130 traffic stops, 6 DUI arrests, 4 uses of force, 3 pursuits, and 129 physical arrests occurred in July. For environmental crimes, there were 46 abandoned vehicles addressed and 25 vehicles impounded. 27 overtime parking complaints, 9 dumping, 230 inspections, and 100 violations were closed by this unit in July.

Mr. Wahlert asked about an abandoned car behind Taylor elementary. Chief Denney acknowledged that the School District is aware and will address the vehicle on their property. Mr. Wahlert also asked for an update on traffic violations related to school buses. Chief Denney highlighted the penalty of driving around a parked school bus and the training being provided to the school district.



Mr. Milz concluded the administrative reports by highlighting that all of our financial reports for July are on our website.

9. Trustees' Report

Mr. Wahlert - Mr. Wahlert started his administrative report with a motion to purchase bus benches with the cash settlement from the bench billboard lawsuit. This motion was seconded by Mr. Unger. In discussion, Mr. Unger asked that staff research this first. Mr. Wahlert then rescinded his motion. Mr. Wahlert then discussed back to school and COVID-19. It is unfortunate that we are still facing this pandemic and requests that we keep in mind how hard this is for everyone involved. Trash continues to be a focus and the Merkle contract is something he has been pushing for to ensure that we are doing everything we can to address trash in our community. It amazes him that people feel they are entitled to dump in a parking lot and that businesses feel entitled to let the trash sit in their parking lot. He concluded his report with how impressed he was with Fort Coleraine and how great it is to see all of the people using the new playground.

Mr. Unger - Mr. Unger discussed that on Chopin, there is a large creekbed that has a car in the creek. This car appears to be 600 - 800 feet from where it was dumped and there is no easy access to the car to pull it out due to the elevation changes in the creekbed. This waterway eventually works its way to Winton Lake and the Army Corp of Engineers, with Springfield Township, should explore solutions to remove the vehicle. One of the speakers referenced that we want to be West Chester and simply put, we do not. We want to be Colerain. Mr. Unger referenced that we will be free of all general obligation debt at the end of 2021. Mr. Unger spoke about the bridge sign over 275 and suggested that we powdercoat the letters. When it comes to trash, all of the Trustees do what they can to mitigate trash. This is not solely a Colerain issue. People will need to change their hearts to help solve the issue. A clothing donation box at the Northbrook Shopping Center started to overflow. Mr. Unger stopped at the location and called the number on the donation box. Within a day, the site was cleaned up. For rebranding, Mr. Unger recalls when Hamilton added an exclamation point at the end of their name. He hopes our branding turns out better than that. Mr. Unger then addressed our open positions for litter pick up.

Mr. Rajagopal - Started his report by mentioning that we are headed in a great direction and working hard on cleaning up the community through the Chamber's Team Up to Clean Up Colerain event and adopt a block program. He also referenced a desire to reach out to ODOT for the Merkle contract and to see if they can help out with our litter concerns. Raj concluded by referencing the leadership retreat held by the various department directors and expressed his excitement for the future initiatives of the Township.

Mr. Unger asked that the administration explore the possibility of increasing the wage of the litter pick-up roles to \$20 per hour. Mr. Milz questioned if we wanted to pay more than we currently pay our part-time firefighters-emts.



10. New Business

Public Safety

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

Chief Walls recommended 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.

Dan Unger made such motion and Matt Wahlert offered the second.

Mr. Rajagopal asked if this was an efficient approach. Chief Walls highlighted that it was and it allows for radios to be quickly serviced.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- b. Resolution Authorizing the Disposal of a Surplus Vehicle (Fire)

Chief Walls recommended adoption of the resolution.

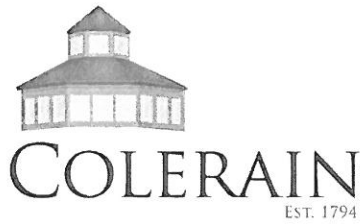
Rationale: The following vehicle has been taken out of service for either mechanical or other issues that would not allow the vehicle to operate in a safe manner or is no longer needed to do township business. This vehicle is from the Fire Department's Fleet inventory: 1998 Ford Crown Vic.

Dan Unger made such motion and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- c. Resolution Ordering Abatement on Properties for Uncontrolled Vegetation



and/or Refuse

Chief Denney recommended adoption of the resolution.

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

8371 Jackies
8462 Jackies
9854 Loralinda
2696 Monette
3029 Sovereign
10032 Sturgeon

Matt Wahlert made such motion and Raj Rajagopal offered the second.

Mr. Unger mentioned that he reviewed these properties and that the one on Jackies is up against state of Ohio property.

Mr. Wahlert: "The Sturgeon one seems a little fishy". This was said in jest as a pun.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

Public Services

Development

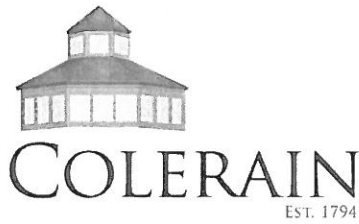
Administration

a. Resolution Authorizing the Adoption of Supplemental Appropriations

Finance Director McElravy recommended 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.



Matt Wahlert made such motion and Dan Unger offered the second.

Mr. Rajagopal clarified that these dollars would be placed back into 2020 and fall back into the fund balance. Mr. Wahlert mentioned that the supply chain issues appear to be lingering, so this might be an issue in future years as well.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- b. Motion Authorizing the Release of a Request for Proposals for Branding Services

Mr. Milz recommended 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.

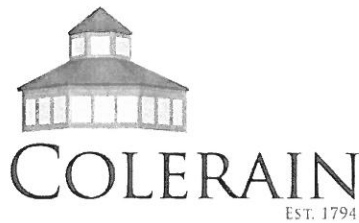
We seek to reimagine and deploy Colerain Township's brand in our region.

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

Matt Wahlert made such motion and Raj Rajagopal offered the second.

Mr. Rajagopal emphasized the points raised by Mr. McVay and that we need to do this properly. A strong brand is critical to building a strong community.

Mr. Wahlert researched other branding RFPs and offered his support for the project. He does question how we will know if the branding project is ultimately successful and would like to see a way to measure the success of the branding endeavor. Mr. Wahlert also requested that we require a common message as part of the proposal. Mr. Wahlert also questioned the final cost to fully implement the branding elements and documents after conclusion of the project.

Mr. Unger offered that he supports the RFP and his final support will depend on the responses, cost, and other factors.

Mr. Semple and Mr. Peirano provided additional comments on the branding RFP.

The roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

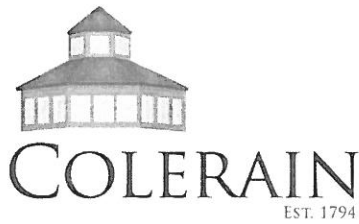
c. Resolution Authorizing Participation in OneOhio Settlement

Mr. Milz recommended adoption of the resolution.

Rationale: This resolution allows us to participate in the OneOhio Settlement.

Mr. Sollmann provided a brief background on the settlement and the next steps at the state level. This lawsuit was first brought forth by the state of Ohio against three of the larger opioid manufacturers. Ohio would be one of the first states to settle with these companies. The Township would have until August 13 to agree to the settlement and participate in the distribution of funds received as part of the settlement. For Colerain, this could result in a payment in excess of \$197,000. If all benchmarks are reached, this figure could increase to north of \$281,000.

Dan Unger made such motion and Matt Wahlert offered the second.



Mr. Unger cited the total settlement amount and that Colerain would receive around \$200,000. This seems like a small number compared to the \$800M total that the state would receive. Mr. Milz mentioned that there will be other granting agencies that will be disbursing further funds.

Mr. Rajagopal mentioned that he attended the meeting with the Attorney General's office to discuss this settlement and that we have a narrow timeframe to act.

Mr. Walhert asked for clarification on the timeframe of the payments. Mr. Sollmann clarified that this will be paid out over 18 years. Mr. Wahlert then raised a red flag that Johnson & Johnson is not involved in this lawsuit. He also does not believe that the Township will see any payments after the first few years, as it is likely that these companies will reorganize.

Mr. Unger highlighted that he is not interested in suing them individually.

The roll was called:

Yes - Raj Rajagopal, Dan Unger

No - Matt Wahlert

11. Old Business

12. Consent Items

- a. New Hire - Fleet Mechanic Co-Op - Department of Fire and EMS
Mr. Milz recommends 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.

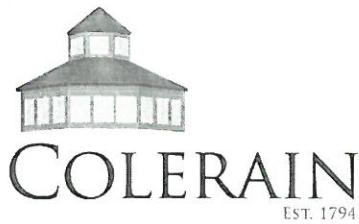
Dan Unger made such motion and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

- b. Contract - Merkle - Trash Abatement Services
Mr. Milz recommends 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.

Dan Unger made such motion and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert

No - None

13. Fiscal Office Report

No report.

14. Executive Session – if needed

Executive session is not needed.

15. Adjournment

Raj Rajagopal made such motion and Matt Wahlert offered the second. No discussion and the roll was called:

Yes - Raj Rajagopal, Dan Unger, Matt Wahlert No - None

Fiscal officer

Trustee

Trustee

Trustee