COLERAIN
EST. 1794

Regular Meeting of the Board of Trustees - October 5

October 5, 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. **Public Hearings**
7. **Presentations**
8. **Citizens Address**
9. **Administrative Reports**
10. **Trustees' Report**
11. **New Business**

Public Safety

a. Resolution Declaring Nuisance and Ordering Abatement

b. Resolution Declaring a Junk Motor Vehicle

c. Resolution Declaring a Junk Motor Vehicle.

d. Resolution Declaring a Junk Motor Vehicle

e. Resolution Declaring a Junk Motor Vehicle.

f. Motion to Authorize the Township Administrator to Execute an Agreement with ESO for a Fire Records Management System.

Public Services

Development

Administration

a. Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Levies and Certifying Them to the County Auditor

b. Motion Authorizing a Services Agreement with ZixCorp Systems, Inc.

c. First Reading - Resolution Updating and Adopting Financial Policies for Colerain Township

12. **Old Business**
13. **Consent Items**

a. Donation Acceptance – Department of Fire & EMS - $200.00

COLERAIN

b. Donation Acceptance – Department of Fire & EMS - $4,224.00

c. Contract - Council on Aging - Senior Meal Distribution

d. Contract - Healthworks - Biometric Screenings

14. Fiscal Office Report

15. Executive Session – if needed

16. Adjournment

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 5th day of October, 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:

Address	Book-Page-Parcel No.
9529 Adams	510-0052-0142-00
3233 Lapland	510-0081-0179-00
10037 Marino	510-0041-0056-00
8806 Nabida	510-0342-0013-00

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 5th day of October, 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. Barbiere (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 5th day of October, 2021.

____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department:	Police
Department Director:	Mark Denney, Police Chief
Strategic Plan Goal:	Strategic Goal #2: Engage the New Economy with Green Initiatives

Resolution Declaring a Junk Motor Vehicle
Recommend ADOPTION of the Resolution.

Rationale:
Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

Silver 2006 Chevrolet, Venture, OH HQF-8295
2909 Jackfrost Way, Cincinnati, OH 45251 – Parcel ID 510-0042-0263-00

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ________ day of ________, 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

RESOLUTION DECLARING VEHICLE LOCATED AT 2909 Jackfrost Way, Cincinnati, OH 45251 – Parcel ID 510-0042-0263-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2909 Jackfrost Way, Cincinnati, OH 45251 – Parcel ID 510-0042-0263-00**
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at 2909 Jackfrost Way, Cincinnati, OH 45251 – Parcel ID 510-0042-0263-00 to be inoperable, extensively damages, and at least three model years old:

   A. **Silver 2006 Chevrolet, Venture, OH HQF-8295**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

   a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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.

7. 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.

8. 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 _________, 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. Barbiere (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 ____ day of ________, 2021.

____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department:	Police
Department Director:	Mark Denney, Police Chief
Strategic Plan Goal:	Strategic Goal #2: Engage the New Economy with Green Initiatives

Resolution Declaring a Junk Motor Vehicle.
Recommend ADOPTION of the Resolution.

Rationale:
Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2005 Black Chevrolet 1500 OH – PJF-8638
8154 Blanchetta Dr., Cincinnati, OH 45239 – Parcel ID 510-0071-0145-00

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ________ day of ________, 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

RESOLUTION DECLARING VEHICLE LOCATED AT 8154 Blanchetta Dr., Cincinnati, OH 45239 – Parcel ID 510-0071-0145-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **8154 Blanchetta Dr., Cincinnati, OH 45239 – Parcel ID 510-0071-0145-00**

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

1. The Board declares the junk motor vehicle located at 8154 Blanchetta Dr., Cincinnati, OH 45239 – Parcel ID 510-0071-0145-00 to be inoperable, extensively damages, and at least three model years old:

    A. **2005 Black Chevrolet 1500 OH – PJF-8638**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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.

7. 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.

8. 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 _________, 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. Barbiere (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 ____ day of ________, 2021.

____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department:	Police
Department Director:	Mark Denney, Police Chief
Strategic Plan Goal:	Strategic Goal #2: Engage the New Economy with Green Initiatives

Resolution Declaring a Junk Motor Vehicle
Recommend ADOPTION of the Resolution.

Rationale:
Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

Black, Chevrolet, Tracker, 2004, OH FVM-7251
10028 Crusader Dr., Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ________ day of ________, 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

RESOLUTION DECLARING VEHICLE LOCATED AT 10028 Crusader Dr., Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **10028 Crusader Dr., Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00**
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at 10028 Crusader Dr., Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00 to be inoperable, extensively damages, and at least three model years old:

   A. **Black, Chevrolet, Tracker, 2004, OH FVM-7251**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

   a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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.

7. 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.

8. 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 _________, 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. Barbiere (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 ____ day of ________, 2021.

____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department:	Police
Department Director:	Mark Denney, Police Chief
Strategic Plan Goal:	Strategic Goal #2: Engage the New Economy with Green Initiatives

Resolution Declaring a Junk Motor Vehicle.
Recommend ADOPTION of the Resolution.

Rationale:
Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

Unknown year White, Ford Focus, OH FLW-9724
2479 Ontario St., Cincinnati, OH 45231 – Parcel ID 510-0051-0016-00

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ________ day of ________, 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

RESOLUTION DECLARING VEHICLE LOCATED AT 2479 Ontario St., Cincinnati, OH 45231 – Parcel ID 510-0051-0016-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2479 Ontario St., Cincinnati, OH 45231 – Parcel ID 510-0051-0016-00**

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

1. The Board declares the junk motor vehicle located at 2479 Ontario St., Cincinnati, OH 45231 – Parcel ID 510-0051-0016-00 to be inoperable, extensively damages, and at least three model years old:

   A. **Unknown year White, Ford Focus, OH FLW-9724**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. 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.

7. 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.

8. 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 _________, 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. Barbiere (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 ____ day of ________, 2021.

____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	2021 Township Strategic Goals - Goal Number Five: Continue to Provide High Quality Safety Services.

Motion to Authorize the Township Administrator to Execute an Agreement with ESO for a Fire Records Management System.

Recommend ADOPTION of the Motion.

Rationale:

A 2021 Strategic Initiative for the Department of Fire & EMS was to determine the Records Management System (RMS) needs of the department. Records management polices directly impact the effectiveness of the organization's day-to-day operations. Without proper control, maintenance, and systems integration, RMS has the potential to raise operating costs and expose the Department of Fire & EMS to risk. As a provider of fire suppression and emergency medical services, we must adhere to guidelines pertaining to the retention of important records, otherwise we may face penalties or legal repercussions. Currently, our department uses multiple RMS platforms in an attempt to conduct daily operations.

Following the comprehensive review, it was determined that ESO offers an integrated suite of software products for Fire & EMS agencies that is transforming the way data is collected, shared, reported, and analyzed. Reliable data is critical information to improve community health and safety and assist with data-driven decision making. By doing so, the Department of Fire & EMS will reduce the number of RMS we currently use, improve our records retention, and enhance our ability to make data-driven decisions.

The initial cost for the integrated ESO RMS is $36,707.45; this cost includes setup and training.

Quote Date:	07/26/2021
Customer Name:	Colerain Township Fire Department
Quote #:	Q-43203
Quote Expiration date:	10/24/2021
ESO Account Manager:	Corey Eastwood

CUSTOMER CONTACT

Customer	Colerain Township Fire Department
Name	Will Mueller
Email	wmueller@colerain.org
Phone	513-923-5045

BILLING CONTACT

Payor	Colerain Township Fire Department	Address	4160 Springdale Road
Name	Nancy Spears		Cincinnati OH, 45251
Email	nspears@colerain.org	Billing Frequency	Annual
Phone	(513) 8256143	Initial Term	12 months

Fire RMS Management Bundle

Product	Total	Fee Type
Fire RMS Management Bundle RMS Bundle - ESO Assets RMS Bundle - ESO Checklist RMS Bundle - ESO Scheduling Plus RMS Bundle - ESO Fire Incidents RMS Bundle - ESO Inspections RMS Bundle - ESO Properties RMS Bundle - ESO Personnel Management RMS Bundle - ESO Hydrants RMS Bundle - ESO Activities	$27,427.45	Recurring

Fire

Product	Volume	Total	Fee Type
Fire Incidents CAD Integration	1503 Incidents	$1,495.00	Recurring
Fire Setup & Online Training	5 Sessions	$2,975.00	One-time
Fire Incidents NFIRS Data Import	1503 Incidents	$0.00	One-time
IFC 2015 Codes - Ohio Amendments (2017)	5 Stations	$1,375.00	One-time
Properties/Inspections Data Import	5 Stations	$0.00	One-time

Inventory

Product	Volume	Total	Fee Type
ESO Inventory - Fire/EMS Agencies	1503 Incidents	$1,295.00	Recurring
Inventory Setup & Online Training	1 Sessions	$595.00	One-time

Scheduling

Product	Volume	Total	Fee Type
ESO Loop Closure	160 Employees	$0.00	Recurring
ESO Scheduling - Setup & Online Training	1 Sessions	$595.00	One-time

*Additional fees may be applied by Customer's billing or CAD vendor for certain integrations or interfaces, and Customer is encouraged to discuss this with the applicable vendor.

Quote Date:	07/26/2021
Customer Name:	Colerain Township Fire Department
Quote #:	Q-43203
Quote Expiration date:	10/24/2021
ESO Account Manager:	Corey Eastwood

Personnel Management

Product	Volume	Total	Fee Type
Personnel Management Data Migration	160 Employees	$0.00	One-time

Asset Management/Checklist

Product	Volume	Total	Fee Type
Asset Management and Checklist - Training and Implementation	7 Vehicles	$950.00	One-time

Total Recurring Fees	$	30,217.45
Total One-Time Fees	$	6,490.00
TOTAL FEES	$	36,707.45

Quote Date:	07/26/2021
Customer Name:	Colerain Township Fire Department
Quote #:	Q-43203
Quote Expiration date:	10/24/2021
ESO Account Manager:	Corey Eastwood

TERMS AND CONDITIONS:

1. If the Customer indicated above has an ESO Master Subscription and License Agreement (MSLA) dated on or after February 20, 2017, then that MSLA will govern this Quote. **Otherwise, Customer intends and agrees that this Quote adopts and incorporates the terms and conditions of the MSLA and associated HIPAA business associate agreement hosted at the following web address, and that the products and services ordered above are subject thereto:**

http://bit.ly/MSLAW

2. The Effective Date of this Quote shall be the final date of signature.

3. Customer shall be responsible for the payment of all Fees listed herein. If Customer has elected to use a Third Party Payor (as indicated above as Payor) and such party has executed an appropriate agreement with ESO, ESO shall accept payment of Fees from such Third Party Payor.

Colerain Township Fire Department

____
[Signature]

____
[Print Name]

____
[Titie]

____
[Today's Date]

For Fire, Personnel Management, Asset Management/Checklist, Scheduling, Inventory, the following payment terms apply:
Fees are invoiced at the Billing Frequency 15 days after the Effective Date, with recurring fees due on the anniversary.

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Levies and Certifying Them to the County Auditor

Recommend ADOPTION of the Resolution.

Rationale:

Earlier this summer, the Board submitted its tentative tax budget to the County Budget Commission for review. The commission approved the tax budget.

The next step in the process is for the Board to accept the amounts and rates returned by the commission, as shown in Exhibits A and B of the Resolution, and for the fiscal officer to certify them to the county auditor. The county provided the form for the Resolution, in this case.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION & AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

Board of Township Trustees

Rev. Code, Secs. 5705.34

The Board of Trustees of Colerain Township, Hamilton County, Ohio,

met in Regular session on the 5th day of October, 2021,

at the office of 4200 Springdale Road, Cincinnati, Ohio 45251

with the following members present: ____________________

Trustee ____________________

Trustee ____________________

Trustee ____________________

Trustee ____________________ moved the adoption of the following Resolution:

WHERE AS, This Board of Trustees of Colerain Township in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2022 ; and

WHERE AS, The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten-mill limitation; therefore be it

RESOLVED, By the Board of Trustees of Colerain Township , Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

	Amount Approved by Budget Commission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
GENERAL FUND	640,920	0	0	640,920	0.00	0.49	0.49
BOND	0	0	0	0	0.00	0.00	0.00
ROAD & BRIDGE	1,164,120	0	0	1,164,120	0.00	0.89	0.89
FIRE	0	14,172,140	0	14,172,140	15.23	0.00	15.23
POLICE	0	6,611,973	0	6,611,973	6.60	0.00	6.60
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
TOTAL	1,805,040	20,784,113	0	22,589,153	21.83	1.38	23.21

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

		PERIOD OF TIME	Mills	Fiscal Year
CURRENT EXPENSE LEVIES				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	TOTAL		0.00	0
ROAD & BRIDGE				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Proposed	0	0.00	0
	TOTAL		0.00	0
FIRE				
Authorized on:	November 8, 1998	Continuing	6.96	4,868,621
	November 2, 2010	Continuing	5.27	5,881,146
	November 3, 2020	Continuing	3.00	3,422,373
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	0	0	0.00	0
	TOTAL		15.23	14,172,140
POLICE				
Authorized on:	November 5, 1991	Continuing	2.50	2,051,241
	November 5, 2002	Continuing	1.00	1,101,235
	November 6, 2007	Continuing	1.15	1,283,362
	May 6, 2014	Continuing	1.95	2,176,136
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Election Date	0	0.00	0
	TOTAL		6.60	6,611,973
X5				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election	0	0.00	0
	TOTAL		0.00	0

and be it further

RESOLVED, That the Fiscal Officer of this Board be, and is hereby directed to certify a copy of this Resolution to the County Auditor of Hamilton County.

Trustee ________________ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Trustee ________________________________, ______________

Trustee ________________________________, ______________

Trustee ________________________________, ______________

Adopted the 5TH day of OCTOBER, 20 21

Attest:

____

Fiscal Officer of the Board of Township Trustees of

Colerain Township

Hamilton County, Ohio

CERTIFICATE TO COPY

ORIGINAL ON FILE

THE STATE OF OHIO, HAMILTON COUNTY,

I, JEFF BAKER, Fiscal Officer of the Board of Township Trustees of

COLERAIN Township within and for said County, and in whose custody the files and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original RESOLUTION

____

now on file, with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this ______ day of ____________________, 20______

____

Fiscal Officer of the Board of Township Trustees of

______________________________ Township

Hamilton County, Ohio

1. A copy of this resolution must be certified to the County Auditor before the first day of October, or at such later date as may be approved by the Board of Tax Appeals.

Receipt

Adopted ______________________________ 20 ______

____

Fiscal Officer

____

Filed ______________________________ 20 ______

____

Dusty Rhodes, Hamilton County Auditor

____

By: Deputy

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Motion Authorizing a Services Agreement with ZixCorp Systems, Inc.
Recommend ADOPTION of the Motion.

Rationale:
Over the last several months, staff evaluated Microsoft Office 365 on a trial basis. Converting the entire Township to Office 365 will allow for greater collaboration, improved access, updated functionality, and enhanced security. It will eliminate the need for some current software and the on-site maintenance of some servers. The term of the services agreement is for one year and implementation is scheduled to begin in October.

zix

Services Agreement

Document No.: Q-71562-20210923-1100 Version #:Q-71562 - 1

55 Network Drive, 1st Floor
Burlington, MA 01803
Phone: (781) 933-6110

Bill to:
Colerain Township
4200 Springdale Rd
Cincinnati, OH 45251
US

Ship to:
Colerain Township
4200 Springdale Rd
Cincinnati, OH 45251
US

Billing Contact Information
Name: Robert Shepherd
Phone: 5139235007
Email: rshepherd@colerain.org

Technical Contact Information
Name: Robert Shepherd
Phone: 5139235007
Email: rshepherd@colerain.org

☒ Issue Invoice

☐ Initiate Credit Card Payment

Purchase Order No.:

(If P.O. No. provided, please attach copy of P.O.)

Date: September 16, 2021
Expires On: October 16, 2021
Payment Terms: Net 30
Email Domains: colerain.org

Acct Exec.: Michael Salvatore
Order Type: Add On

Product	Qty / No. of Users	Term (mos.)	Price	Total Discount %	Sales Price	Extended Price
Microsoft 365 Business Standard, Annual	30	12	$150.00	5%	$142.50	$4,275.00
Microsoft 365 Business Basic, Annual	248	12	$60.00	5%	$57.00	$14,136.00
Phenomenal Care for O365, Annual	278	12	$18.75	100%	$0.00	$0.00
Phenomenal Care for 365 -24/7/365 U.S based support						
User Migration Bundle	278	1	$30.00	60%	$12.00	$3,336.00
Onetime fee						
Microsoft 365 Backup Bundle, Annual	30	12	$36.00		$36.00	$1,080.00
• Exchange • OneDrive • Groups • Teams • SharePoint						
					Total:	$22,827.00

Total: $22,827.00

*****Do not pay, this is not an invoice*****

Document No.: Q-71562-20210923-1100 Version #:Q-71562 - 1

1 **Payment Schedule:**

First Year Total	$22,827.00
Grand Total	$22,827.00

2 **Special Terms:**
The customer is adding services for 1-year and requested quarterly payments. The payment schedule would be $8,209 to be invoiced in October, 2021. The second payment of $4,872 to be invoiced in January 2022. The third payment of $4,872 to be invoiced in April 2022, and the fourth payment of $4,874 to be invoiced in July 2022, as described in Item 3, “Invoicing and Payment. For clarity, the term of this Services Agreement is from 10/18/2021 to 10/17/2022.

3 **Invoicing & Payment:** ZixCorp Systems, Inc. ("Zix") may issue invoices or initiate credit card payments, if applicable, upon the execution of this Services Agreement, and Customer agrees to pay all invoices in U.S. dollars within the number of days specified under ‘Payment Terms’ on page 1 of this Services Agreement. By signing below, Customer is subscribing to the services indicated on the face of this Services Agreement for the service years indicated. Subscription fees are due for payment at the beginning of each subscription period, unless otherwise stated on the Services Agreement, with the initial subscription period beginning on the 30th day following the date of this Services Agreement or, if earlier on the date the installation is completed and/or the services are initiated and made available to the Customer. Installation and availability will occur, and may be billed, on a service-by-service basis.
Zix provides bundled services, and it may reallocate pricing among services for tax purposes. This means that line items on your invoice may not match this Service Agreement or your purchase order, although the total price for our services will remain the same.
Secure Cloud terms: If you receive service through the Zix Secure Cloud, any license changes you make are subject to standard Secure Cloud pricing and administrative practices. You will be charged for the licenses purchased under this and other Service Agreements. Zix may offer Secure Cloud subscription service options at various subscription periods. If a period of a month is available and applicable, the term of the agreement will automatically extend each month (each, a “renewal period”) unless written notice is provided by one party to the other of non-renewal at least 30 days prior to the start of a next renewal period. Such notice of non-renewal must be provided to Zix at customersuccess@zixcorp.com. The Subscription Services are generally billed at the start of each subscription period for the initial period and any renewal period.

4 **Taxes; F.O.B.** Upon presentation of invoices by Zix, Customer agrees to pay any tariffs, duties or taxes imposed or levied by any government or governmental agency, including without limitation, federal, state and local sales, imposed use, value-added and personal property taxes (other than franchise and income taxes imposed on Zix's net income). Products are sent F.O.B. shipping location.

5 **SALES AND USE TAX - MARK (X) ONE OF THE FOLLOWING:** (if no box is checked, sales and use tax will be charged)Customer will be charged sales and use tax upon invoicing. For tax purposes only, the pricing and discounts outlined on the first page of this Services Agreement may be allocated to the various components of the Zix solution on the invoice. This is done for tax purposes only and does not change the pricing or payment terms of the Agreement.

A.___ Invoice sales tax to Customer.

B.___ Customer is a tax exempt organization (please attach a state tax exemption certificate to contract). The customer name on the certificate and the services agreement should be the same. No sales and use tax will be included on invoice.

6 Our agreement includes the Terms and Conditions referenced in the Special Terms or as provided with this Services Agreement, or if not so referenced or provided, as set forth at https://zix.com/terms as may be amended from time to time.

ZixCorp Systems, Inc.	Colerain Township
By:	**By:**
Printed:	**Printed:**
Title:	**Title:**
Date:	**Date:**

ADMINISTRATION

Department:	Administration
Department Director:	Jeff McElravy, Finance Director
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

First Reading - Resolution Updating and Adopting Financial Policies for Colerain Township
Recommend first reading of the Resolution.

Rationale:
Over the past several months, staff of the Finance Department has been working on updating and drafting several key policies. All of these policies were developed based on best practices, guidance from the Auditor of State, and coincide with existing Township practices. These policies also align with language found in previous financial documents, including the previously adopted Strategic Plan and Budget Book. All of these policies are recommended to be adopted by the Government Finance Officer's Association. Below is a list of policies that have been updated or are newly drafted for consideration:

- Purchasing Card Policy - Update
- Budget and Revenue Policy - New
- Cash Policy - New
- Credit Card Acceptance Policy - New
- Debt Policy - New
- Fraud Policy - New
- Investment Policy - New
- Uniform Guidance Policy - New
- Fund Balance Policy - New

Staff is bringing this forward as a first reading to solicit feedback from the Trustees on the drafted policies. Staff will incorporate feedback into a final draft for consideration at the October 26, 2021 Board of Trustees Meeting.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of ________, 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. __________

RESOLUTION ADOPTING FINANCIAL POLICIES

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees and residents; and;

WHEREAS, Administration and all departments intend on following the direction set by the Trustees; and;

WHEREAS, the attached policies were drafted based on best practices and includes the perspective of internal departments; and;

WHEREAS, attached to this resolution are the following policies for adoption:

- Purchasing Card Policy - Update
- Budget and Revenue Policy
- Cash Policy
- Credit Card Acceptance Poilcy
- Debt Policy
- Fraud Policy
- Investment Policy
- Uniform Guidance Policy
- Fund Balance Policy

WHEREAS, these policies will supersede all previous versions of any previously adopted policies.

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

1. The attached Policies be formally adopted by the Board of Trustees; and

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 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 ________, 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. Barbiere (0027106)
Scott Sollmann
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 _________, 2021.

____
Jeff Baker
Colerain Township Fiscal Officer

COLERAIN
EST. 1794

2.1 COLERAIN TOWNSHIP PURCHASING CARD POLICY

PURPOSE

Colerain Township utilizes purchasing cards to operate more efficiently and allow staff to purchase goods and services from vendors who only accept electronic payment. This policy is constructed to comply with Ohio Revised Code (ORC) Section 9.21 - 9.22, and ORC Section 505.64. Purchasing cards are not intended to be utilized to avoid traditional purchasing procedures.

PURCHASING CARD ISSUANCE

Every purchasing card issued by Colerain Township shall contain the name "Colerain Township" embossed or imprinted on the face of the Card. In addition, each card shall specify the Department to which the card has been assigned, in order to assist in monthly expense tracking and reconciliation.

The following purchasing cards shall exist:

1. Colerain Township Administration Dept
2. Colerain Township Cincinnati Bell
3. Colerain Township Emergency All
4. Colerain Township Community Center
5. Colerain Township Duke Energy
6. Colerain Township Fire Dept Admin
7. Colerain Township Fire Dept Operations
8. Colerain Township Fleet Maintenance
9. Colerain Township GCWW
10. Colerain Township Parks Dept
11. Colerain Township Police Dept Admin
12. Colerain Township Police Dept
13. Colerain Township Roads Dept
14. Colerain Township Rumpke Public Services

Nothing contained in this section shall prevent the addition, deletion, or modification of the designated and specified purchasing card accounts by the Fiscal Officer of the Township or their designee.

If multiple cards are required for a department, the department head may request additional purchasing cards, which may be approved at the discretion of the Finance Director. Duplicate cards shall be maintained in the same manner as described in this policy.

AUTHORIZED USERS

The following employees ("Authorized Users") shall be specifically authorized to utilize, or cause to be utilized, a Colerain Township-issued purchasing card account:

1. Township Administrator
2. Assistant Township Administrator

3. Finance Director
4. Township Department Heads
5. Township Supervisory or Administrative Staff, including, but not limited to, the following:
    a. Police Lieutenants,
    b. Parks Supervisor
    c. Roads Supervisor

Assistant Fire Chiefs, Any of the Authorized Users stated within this section shall be further authorized to approve, appoint, nominate, or otherwise cause the use of a Colerain Township-issued purchasing card by an employee, provided that prior authorization is granted by the Authorized User. Such authorization is to be written via the attached Employee Acknowledgement form.

The Finance Department shall be responsible for collecting and reconciling all charges with proper itemized receipts to the monthly statement and bank activity each month.

PROCESS AND RESPONSIBILITIES

1. Authorized User
    a. The Authorized User, appointee, employee, or designee shall have the following responsibilities regarding the use of Purchasing cards:
        i. Make purchases according to the requirements established in this policy and the Township purchasing policy;Prior to using the Purchasing card, the Authorized User must sign out the card from the Finance Department, and at that time provide the name of the vendor and the number of the purchase order or blanket certificate that authorizes the purchase.
        ii. Ensure that sales tax is not applied to the purchase by furnishing the state sales tax exemption form provided by Fiscal Office;
        iii.
        i. Upon completing the purchase, the Authorized User shall return the card to the Finance Department, promptly, along with all receipts. The Authorized User may choose to scan receipts, or send pictures of receipts, to pcards@colerain.org.
        ii. Accountability for all transactions made against the card while in possession of purchasing card;
        iii. ;
        iv. Safeguard the purchasing card and keeping the account number confidential;
        v. Use the purchasing card for Colerain Township business only;
        vi. Resolving disputed charges with the merchant and/or lending institution (also referred to as “Card Issuer”);
        vii. Return merchandise to the merchant when it is incorrect or no longer needed;
        viii. A lost or stolen card should be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039; and to the Finance Director;
2. Purchasing cardDepartment Head
    a. The Department Head, shall have the following responsibilities regarding the use of Purchasing cards:
        i. Manage the appointment of designees;
        ii. Request the issuance and approval of purchasing cards, where applicable, from the Fiscal Office in writing;
        iii. Approve specific expenditures and verify the intended purpose;

iv. Ensure that charges made using the purchasing card are appropriate;
v. Ensure that each expense is documented with an itemized receipt;
vi.
vii. Initiate disciplinary action when necessary;
viii.
ix. Report unauthorized use or charges of the purchasing card to the Finance Director at the earliest possible opportunity;
x. Work with Authorized Users, to reconcile errors and billing disputes once the Authorized User has exhausted other avenues for resolution (Merchant, Card Issuer);
xi. Request written authorization from Fiscal Officer if anticipated purchase(s) will exceed the established per diempurchasing card limt or monthlypurchasing cardLimit.

3. Fiscal Office (or Designee)
   i. The Township Fiscal Officer, or their designee, shall have the following responsibilities regarding the use of purchasing cards:Manage the distribution of purchasing cards to Authorized Users, including the maintenance of a log documenting Purchasing card use. The log shall show the name of the Authorized User, the date the card was signed out, the vendor, the purchase order or blanket certificate number, and the date the card and receipts were returned to the Fiscal Office.Manage the approval and issuance of purchasing cards in writing, upon receipt of such request in writing from a Department Head, consistent with this Policy;
   ii. Coordinate dispute resolution process in consultation with Department Heads and the Card Issuer;
   iii. Complete the reconciliation of monthly purchasing card statement with the bank activity statement and all receipts;
   iv. Maintain records of all purchasing card requests, credit limits, and purchasing controls for each card;
   v. Update the purchasing card policy/procedure as needed, in consultation with the Township Administrator and/or Board of Trustees,
   vi. Monitor/follow up to ensure that no future charges are incurred on an account where the card has been reported as lost or stolen
   vii. Review and approve of exceptions to the standard, daily, or monthly credit limits, provided such requests are received, and approved in writing;
   viii. Review and grant approval for standard, daily and monthly credit limits;
   ix. Ensure that accurate documentation is provided to, and received from, the Card Issuer.

CONTROL AND INVENTORY

The Finance Director shall maintain an inventory and centralized possession of all purchasing cards until such time that a card is assigned to an Authorized User, to complete specified purchase or purchases. There shall be one emergency purchasing card stored in the Police Department safefor authorized use in an emergency or when the Administration office is closed. A sign out sheet will accompany this card and the Department utilizing this card will be responsible for notifying the Finance Department of use of the Emergency Card through an emailed copy of the receipt.

RECURRING EXPENSES AND "VIRTUAL" PURCHASING

1.

For monthly recurring billed Township expenditures where purchasing card information is stored by a third-party vendor, including, but not limited to, monthly periodical subscriptions, facilities rental charges or expenses, or other similar expenses, the Authorized User, shall not be required to obtain the card from the Fiscal Office for each month that a recurring expense is billed, provided that the recurring expenditure is reconciled by the Department Head for each month that the expense is billed, consistent with the requirements stated elsewhere within this Policy. Existing and recurring expenditures in place at the time of the adoption of this Policy shall be deemed as having received prior approval.

In lieu of obtaining a physical purchasing card from the Fiscal Office, an Authorized User, appointee, employee, or designee may request, in writing (written or email), that the Fiscal Officer or their designee issue a virtual purchasing card for a specific purchase or purchases. Such request shall detail the vendor, purpose of expense(s), and the maximum dollar amount of the purchase.

The Fiscal Officer, or their designee shall review the request for virtual card issuance and may issue, the virtual purchasing card to the requesting party, provided such issuance is provided in writing.

AUTHORIZED EXPENSES

The following is a partial, non-exhaustive listing of typical authorized Colerain Township-related purchases that can be made using a purchasing card:

1. Office supplies;
2. Computer supplies;
3. Computer software;
4. Travel expenses for township business, including parking;
5. Registration fees for township-sponsored events, training, or continuing education classes, excluding tuition for courses accumulating academic credit in pursuit of a degree or certificate;
6. Professional memberships, licenses, certifications, or accreditations associated with Township duties or responsibilities;
7. Monthly, quarterly, or yearly billed services, subscriptions, or facilities rentals or equipment rentals with third-party vendors who allow the use of a purchasing card for automated or recurring billing purposes;
8.
9. Purchase of supplies or equipment where an emergency, location, vendor location, or other mitigating circumstances otherwise prevents traditional purchasing methods being utilized, provided such expenses are approved by the Department Head and/or Township Administrator on a "case-by-case" basis, such approval may be written or verbal.

If the Authorized User, is uncertain that the Township purchasing card is the correct purchasing tool to be used, he/she must contact the Department Head and/or Finance Director for additional clarification before making the purchase.

UNAUTHORIZED EXPENSES

The Colerain Township Purchasing card, as applicable, shall not be utilized for the purchase of any of the following types of goods, services, or items:

1. Personal purchases;
2. Cash advances;
3. Gift Cards;
4. Training, seminars, or professional fees that are not approved and otherwise not associated with Township business;
5. Computer rentals not otherwise associated with travel or business-based technology requirements (projector rental, etc.);
6. Contractual Services agreements otherwise requiring review and approval of contract documents, unless otherwise specifically approved in writing by the Fiscal Officer;
7. Tuition for the accumulation of academic credit in pursuit of matriculation or otherwise resulting in the awarding of any advanced degree or certificate at any college or university, or other similar institution of higher learning, without prior written authorization from the Township Administrator;
8. Alcoholic beverages;
9. Entertainment or recreational activities without prior approval of the Administrator or Board of Trustees;
10. Any purchase that exceeds the spending limits authorized to the user by the Board of Trustees;
11. Any other purchases made without prior approval and authorization by the Department Head and/or Township Administrator, as applicable.

SPENDING LIMITS

The following spending limits shall be established for all Colerain Township purchasing card accounts, unless otherwise noted:

1. Per Diem Limit
    a. The maximum daily ("per diem") limit for any single purchase or transaction shall not exceed $5,000.00 per day, per transaction unless otherwise specifically approved in writing by the Township Fiscal Officer.
    b. .
2. Monthly Limit
    a. The Monthly Purchase Limit for each Department-Issued purchasing card shall not exceed $10,000.00, unless otherwise specifically approved in writing by the Township Fiscal Officer.
3. Exclusions
    a. The monthly and per diem limits will not apply to any vendor specific purchasing cards. For example, the card used to pay the monthly electricity bill will not be subject to the limit.

GENERAL RULES

Authorized Users, shall be required to adhere to the following rules when utilizing purchasing cards :

1. Single Transaction Required
    a. The total value of any single transaction shall not exceed the per diem purchase limit defined in this Policy unless otherwise authorized pursuant to the Spending Limits section of this Policy. Splitting of a payment into multiple transactions to stay within the single purchase per diem limit is prohibited. A purchase cannot be made unless a blanket certificate or purchase order currently exists for the item.

2. Identification Required
    a. The Authorized User shall present proper identification at the time of purchase, if applicable, identifying him/herself as a Colerain Township employee or representative, and to ensure that any pre-negotiated or promotional pricing is secured.

3. No Cash Back
    a. No cash back for returns shall be permitted. All returns shall be demonstrated as a credit to the card amount and shall be documented with the appropriate itemized receipt.

4. Sales Tax Exemption Required
    a. It shall be the primary responsibility of the Authorized User, to ensure that the required sales tax exemption forms are provided at the point of sale to the vendor, and that no sales tax is charged at the point of sale. Sales tax exemption forms shall be obtained from the Fiscal Office prior to purchasing.

5. Itemized Transaction Receipt
    a. The Authorized User, appointee, employee, or designee shall be responsible for obtaining an itemized receipt at the time of purchase, with sufficient detail to indicate the item or items purchased and the aggregate cost charged to the card. Failure to obtain a receipt shall be a violation of this Policy. The Authorized User,

RECEIVING AND RETURNING MERCHANDISE

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a purchasing card:

1. Upon receipt, the Authorized User, must verify that the shipment is correct. If it is not correct, the Authorized User, should notify the merchant directly for resolution, and shall further confirm the status of the order with the Department Head.
2. Retain the merchant's original <u>itemized</u> sales/credit receipt and submit to the Department Head responsible for final authorization and reconciliation of the monthly purchasing card statement.

An Authorized User shall observe the following process when returning merchandise:

1. Contact the merchant for return procedures and to determine if any restocking fee, return shipping fee, or other applicable fees will be charged. Such fees must be documented in writing.
2. The Authorized User should pack the merchandise securely (original packing materials are preferable). If adequate packing materials are unavailable, an additional charge may be assessed.
3. Label the package according to the instructions given by the merchant.
4. Retain a copy of any documentation sent to the merchant.

5. All refund receipts and/or documentation must be submitted to the Department Head responsible for final authorization and reconciliation of the monthly purchasing card statement.

Depending on the value of the merchandise being returned, it may be necessary to place additional insurance on the package beyond the carrier's routine insured value. Any such charge should be noted on the itemized receipt.

LOST RECEIPTS

The Authorized User is responsible for furnishing itemized receipts for all purchases made utilizing the purchasing card. Should a receipt be lost, the authorized user will be responsible for obtaining a duplicate receipt. If the Authorized User is unable to secure a duplicate receipt, he or she must provide a written memo to the Finance Director detailed the content of the receipt and recognizing the loss of the receipt. Authorized Users who lose receipts may be subject to progressive discipline and the purchasing card may be cancelled.

PAYMENT

The Colerain Township Finance Director or their designee will make one payment monthly to the Card Issuer for the total amount due. Disputed items will be demonstrated as a credit on the following monthly statement.

DISPUTED TRANSACTIONS

An incorrect, unrecognized, or questioned transaction may be disputed. If a transaction needs to be placed in dispute, the Finance Department will be responsible for initiating the dispute during the process of completing the monthly reconciliation for submittal to the Fiscal Office.

1. When the Finance Department initiates a dispute, the Finance Department shall complete the following steps, in consultation with the Fiscal Office:
    a. Complete a written report detailing the disputed claim in the form acceptable to the Card Issuer.
    b. The Finance Department may conduct or may otherwise request an investigation into the disputed charge, in order to meet reporting requirements for disputing a transaction.
    c. The Finance Department shall send a completed report and any results of any subsequent investigation to the Township Administrator and/or Fiscal Office for review.
    d. The Fiscal Office may coordinate the investigation or processing of a disputed transaction with the Card Issuer and the Department Head, as applicable. The Finance Department shall be responsible for verifying the refunded amount on the applicable statement or statements thereafter and upon conclusion of the investigation into the disputed transaction. In the event that a disputed transaction is not successfully resolved, such event shall be reported to the Township Administrator.
    e. The Card Issuer may conduct a separate investigation regarding the disputed transaction. While the investigation is ongoing, a temporary reversal of the transaction (charge or credit, as appropriate) may be issued to the applicable account. Upon completion of the investigation, the Cardholder is notified of the resolution. If the dispute is not settled in the Cardholder's favor, the transaction will be re-posted to the Cardholder's account.

UNAUTHORIZED PURCHASES

An Authorized User, appointee, employee, or designee who makes unauthorized purchases or intentionally misuses the credit card will be personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. The Authorized User, appointee, employee, or designee will also be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

LOST OR STOLEN CARDS

If a purchasing card is lost or stolen, the Authorized User responsible for the lost card shall report the lost or stolen card to their Department Head and/or the Finance Director in a timely manner. Failure to report the loss of a Purchasing card may result in disciplinary action. The Finance Director shall then contact the lending institution immediately at the contact number provided for the Card Issuer. The Fiscal Officer or Finance Director shall be authorized to request that lost or stolen cards be reissued or replaced on an “as needed” basis.

TERMINIATION OF CARDS

The purchasing card is the property of lending institution; therefore, at termination it must be surrendered to the Township Finance Director, to be destroyed. If applicable the account will be closed. A final, approved reconciliation and supporting receipts should also accompany the card.

Colerain Township

PNC Purchasing Card

Usage Agreement

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities. This card is not an entitlement nor reflective of your position. You have been assigned as an authorized user, and it is your responsibility to consider this company property and it should be used with good judgement.

I, ______________________________, hereby acknowledge that I have received a copy of the *Colerain Township Purchasing Card Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Colerain Township, Hamilton County, Ohio* as amended.

I further acknowledge and agree that I understand that the intentional misuse of a Purchasing Card for unauthorized and/or personal expenditures will result in my being held personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. I understand that this card is for business-related purchases only. I also understand and acknowledge that I will be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

Your signature below verifies that you understand the Visa Purchasing Program guidelines outlined below and the Purchasing Policy set before you; and that you agree to comply with them both.

____ _________________________

Signature Date

____ _________________________

Print Name Department/Position

____

Department Head Signature of Authorization

____

Approved by Director of Finance

2.6 COLERAIN TOWNSHIP
BUDGET, REVENUE, AND EXPENSE POLICY

PURPOSE

This policy will establish the parameters for achieving and maintaining a structural balance for Colerain Township. To be structurally balanced, recurring revenues should be equal to recurring expenditures in the adopted budget. The Township strives to have a balanced long term general fund operating budget and to maintain a balanced total operating budget. Colerain Township will strategically use available fund balance for capital and other one-time expenses as necessary.

APPROPRIATION AUTHORITY

A budget shall be adopted by the Trustees annually. Only the Board of Trustees may increase or decrease fund level appropriations. Individual line items can be adjusted by the Finance Director, as long as the total does not exceed appropriations for any fund. The fiscal year for the Township runs concurrent with the calendar year.

EXPENDITURES

All expenditures must follow the Township's purchasing policy. Expenses should be made from appropriations set by the Board of Township Trustees for each fund and must comply with all restrictions for each Fund.

Recurring expenditures will appear in the budget each year. Salaries, benefits, materials and services, and asset maintenance costs are common examples of recurring expenditures. Capital purchases are not considered to be recurring expenses because although some capital assets may be acquired every year, they are not the same assets year after year.

REVENUE

As part of the budget development process, revenue estimates will be prepared. These estimates are not formally adopted by the Board of Township Trustees.

To balance the budget, appropriations cannot exceed the total of any carryover fund balances and estimated revenue for each Fund. The Township will not artificially inflate revenues to achieve a balanced budget. Recurring revenues are revenues that can reasonably be expected to continue year to year, with some degree of predictability. Property taxes are an example of recurring revenue. A settlement from a lawsuit is a good example of non-recurring revenue, which will only be included in the year that it is expected to be received.

Revenues are deposited into the appropriate fund based on their source. They are also categorized and posted to the appropriate budgetary line per guidance of the state of Ohio and Auditor of State.

BUDGET DEVELOPMENT

Colerain Township's budget shall be developed according to the policy direction provided by the Board of Township Trustees. Per the Ohio Revised Code, the budget will be developed in three phases: Tax Budget, Temporary Appropriations, and Final Appropriations.

- Tax Budget
    - Each year in June or July, the Township prepares a Tax budget for the next fiscal year. The purpose of the tax budget is to inform the County Budget Commission as to the revenues that are anticipated from the voted tax levies for the following year. The tax budget identifies how much money is expected from local, state, and federal sources, the anticipated carryover fund balances, and how much is needed to carry out governmental functions in the next calendar year. After a public hearing on the Tax Budget, it is submitted to the County Budget Commission for approval.
- Temporary Appropriations
    - Temporary appropriations establish an estimated expenditure level for all Township Funds. Prior to the adoption of Temporary Appropriations, the Township will solicit input from the community through a variety of engagement strategies. This community feedback, coupled with direction from the Board of Township Trustees will help to establish funding levels for personnel, programs, and services for the following year.
    - These are required to be adopted and approved by the Board of Trustees by December 31st of each year.
- Permanent Appropriations
    - Three months into the new year, the Township reviews how revenues and expenditures are tracking compared to budget and may trending and make adjustments to the Temporary Appropriations.
    - Final Appropriations are required to be adopted by March 31st of each year.

BUDGET MONITORING & MID YEAR BUDGET ADJUSTMENTS

The Township will continually monitor the budget throughout the year to determine if revenues or appropriations need to be adjusted. The Director of Finance and their staff will compare budgeted figures against actual collections, factoring for programmatic and service delivery adjustments. These numbers will be reviewed at the close of each month and made available to the public online.

If significant deviations are found, staff will begin an internal analysis to determine the route of the problem. Staff will first attempt to address the variance without adjusting the budget. This may include discussion of operational improvements, programmatic changes, or other measures. To the extent that the issue cannot be resolved at this step, staff create the issue by bring forward a mid-year budget adjustment for consideration by the Board of Trustees.

Mid-year appropriation adjustments will be brought before the Board of Township Trustees by resolution. This resolution will list the aggregate new total appropriation under consideration for all Township funds. Staff will prepare and attach a transmittal letter or memorandum to the resolution that explains the need for the mid-year adjustments.

CERTIFICATE OF ESTIMATED RESOURCES

The Certificate of Estimated Resources demonstrates that existing fund balances, combined with anticipated revenue, are sufficient to meet current appropriations.. The Certificate of Estimated Resources is submitted to the county auditor and approved by the County Budget Commission.

The Township will utilize best efforts to file a new Certificate of Estimated Resources after each significant change in estimated resources or any change in appropriations. The Township should also file an updated certificate prior to the close of the fiscal year.

2.7 COLERAIN TOWNSHIP CASH HANDLING POLICY

PURPOSE

Anyone who handles cash has the responsibility to receive and process it according to this policy and all developed internal procedures. This policy shall serve as a minimum basis for all cash handling and any developed procedure that is more restrictive will take precedence. In order to minimize cash handling, the acceptance of debit and credit cards is encouraged where technically feasible; and electronic funds transfers (ACH and wire transfers) should be used whenever possible for all non-point-of-sale and non-point-of-service payments to the Township.

It is the expectation that each department that handles cash will establish and document a Departmental Cash Handling Procedure that meets the minimum standards of this policy.

GENERAL PRACTICES

All departments shall deposit Cash as promptly as possible. At a minimum, Cash should be deposited at least weekly. All employees who handle cash should safeguard all cash assets against any potential loss, theft, or misappropriation, to the best of their abilities. Physical security of the cash should be emphasized to each employee that may handle cash.

In order to promote a safe work environment, the department should restrict access to cash to as few people as possible. Cash should be locked in a secure, non-public location and only authorized personnel shall have access to those locked areas. The Township will ensure that cameras are present and able to capture footage of cash handling in each of the cash handling areas.

Employees can contact the Colerain Township Police Department to request an officer escort when transporting currency. This is not required. However, it is recommended if an employee is transporting more than $1,000 in cash.

Colerain Township will only accept exact change for payment purposes. This is to prevent the need for petty cash.

INTERNAL CONTROLS

Establishing the appropriate level of internal controls and documentation procedures for handling cash will ensure the good stewardship of all cash assets and minimize the risk of loss. Before undertaking any new cash handling operation or activity, the department head should seek approval and guidance from the Township Administrator and Finance Department. At a minimum, receipts will be required for each transaction and should be reconciled weekly.

Any department that handles cash shall segregate various cash handling duties between two or more individuals, in order to minimize the potential for mistakes or misuse of cash. The duties to separate may include cash receipt, documentation, deposits, and reconciliation of records. Under no circumstance, should one employee be responsible for all of these duties.

2.8 COLERAIN TOWNSHIP CREDIT CARD ACCEPTANCE POLICY

GUIDELINES

The Board of Trustees of Colerain Township authorizes the acceptance of Visa, MasterCard and Discover credit and debit cards as a payment option for the collection of fees related to events, rentals, memberships, bid specification packets, zoning permits, right-of-way permits, and such other services as the Township Administrator shall from time to time deem appropriate. American Express cards are not accepted.

Cardholders may present their card to be swiped at the terminal, they may provide their card information over the telephone, or they may provide their information online. A transaction record (data sheet) for recording information received over the phone must be completed. No credit or debit card will be accepted without this administrative fee being charged.

Credit Cards must not be swiped more than two times consecutively. If the card is declined, explain to the cardholder that they must present another credit card or form of acceptable payment. There are no exceptions to this; if the credit card is swiped more than two consecutive times, the Township will have to pay a fee.

Two receipts will be printed from the credit card terminal. The cardholder, if present should sign the merchant copy receipt. The cardholder is to receive the customer copy receipt for their records. If the charge was processed over the telephone, the merchant copy receipt should be attached to the telephone transaction record. If the cardholder requests, the customer copy receipt can be provided to them via pickup.

Daily, all credit card sales should be listed on the pay-in form with the merchant receipts and if applicable the transaction records attached. The pay-in form should be submitted weekly to the Finance Department by the end of each business week. Each department shall designate one person who is responsible for maintaining the transaction form and delivering the form to the Finance Department.

The Finance Department will reconcile the pay-in form and to the bank merchant credit transactions deposited daily in the Township general bank account. Revenue will then be posted in the accounting system.

2.9 COLERAIN TOWNSHIP DEBT POLICY

PURPOSE

Colerain Township recognizes that there are certain circumstances where the issuance of debt will be appropriate and necessary in order to effectively finance a variety of projects. The primary purpose of this policy is to emphasize and highlight established rules and regulations for the issuance of debt in order to allow the Township to maintain the highest possible credit rating, secure the lowest possible issuance costs, and to provide the Township will general guidance on when it is appropriate to issue debt. This policy is flexible in design in order to account for extraordinary circumstances.

LEGAL AUTHORITY

Chapter 133 of the Ohio Revised Code (ORC) outlines the various rules and regulations for debt in various municipalities in Ohio. ORC 133.09 details the expressed debt limitations of Townships, including both home-rule and non-home-rule Townships. Colerain Township will comply with all legal requirements set forth in ORC 133.09.

As of September 2011, home-rule Townships have the following direct debt limitations:

1. Net indebtedness of the Township cannot exceed 10.5% of total property tax valuation;
2. Un-voted debt cannot exceed 5.5% of total property tax valuation.

In calculating the net and un-voted debt for the Township, the following items are excluded from the calculation:

1. Self-supporting securities issued for any purpose;
2. Securities issued for the purpose of purchasing, constructing, improving, or extending water or sanitary or surface and storm water sewerage systems or facilities, or a combination of those systems or facilities, to the extent that an agreement entered into with another subdivision requires the other subdivision to pay to the township amounts equivalent to debt charges on the securities;
3. Securities that are not general obligations of the Township;
4. Voted securities issued for the purposes of redevelopment to the extent that their principal amount does not exceed an amount equal to two per cent of the tax valuation of the Township;
5. Securities issued for the purpose of acquiring or constructing roads, highways, bridges, or viaducts, or for the purpose of acquiring or making other highway permanent improvements, to the extent that the resolution of the Board of Township Trustees authorizing the issuance of the securities includes a covenant to appropriate from money distributed to the Township under ORC 4501, 4503, 4504, or 5735 a sufficient amount to cover debt charges on and financing costs relating to the securities as they become due;
6. Securities issued for energy conservation measures under section 505.264 of the ORC;

7. Bonds issued for lighting districts, joint fire districts, lease-purchase agreements, OP&F accrued liabilities, purchases of Township parks, or jointly operated hospitals.

In addition to the direct debt limitations, ORC 5705.02 outlines indirect debt limitations for the Township. In essence, this limitation exists to prevent the overlapping debt of multiple jurisdictions from exceeding 10 mills on each dollar of tax valuation of property in the underlying jurisdiction.

TYPE OF DEBT

This policy applies to all types of debt that are or may be issued by the Township including and not limited to:

1. General Obligation Debt;
2. Revenue Bonds;
3. Economic development related debt;
4. Lease obligations;
5. Any form of debt that requires an annual appropriation of Township resources.

GENERAL GUIDELINES

In general, debt should be considered for capital projects, economic development, or for items that logically should be funded by multiple generations of taxpayers. While the ORC provides guidance on debt issuance, the Township should also consider the following prior to issuing debt and when structuring the debt:

1. Existing Township revenue capacity to support an on-going obligation;
2. Other potential financing options, such as short term notes;
3. If the project is mandated to be completed and the urgency for completion;
4. The ability to utilize a pay-as-you-go funding structure;
5. Anticipated useful life of the project or purchase;
6. Existing Township voted and un-voted debt;
7. Potential impact on the Township's overall credit rating;
8. Future local economic conditions.

The Township shall not issue debt to cover the cost of on-going operating expenses of the Township. The Township also shall not allow for staff time to be charged to any project that is financed through debt.

The following guidelines will help to structure a debt issuance:

1. Size — Debt will be sized based on capital project needs and will be sized to cover gap financing when necessary.
2. Term — The Township maintains a preference for the shortest possible average maturity considering the project type and availability of annual payment resources. The term of the debt shall not exceed the useful life of the item that is being purchased.
3. Amortization of Bonds – The Township will issue debt to provide for level annual debt service payments, to the greatest extent possible. The Township will not issue debt with large balloon

payments. However, the Township may consider other amortization structures as appropriate and legally permitted under Ohio law.

4. Interest Rate – To enhance the effectiveness of annual capital budgeting, fixed interest rate structures are the Township's preference for long useful life, infrastructure and buildings.

REFINANCING

Colerain Township will consider refinancing existing debt when it makes practical sense for the Township and results in financial savings. Generally, the Township will only refinance if the interest savings are greater than the issuance costs and if the refinancing does not extend the term of the debt beyond the useful life of the asset that was originally financed with the debt.

BOND FINANCING TEAM COMPOSITION

Below are the individuals and roles that the Township should fill for each debt issuance.

1. Bond Counsel – The Township will usually obtain external bond counsel for all debt issuances. The bond counsel will prepare the necessary resolutions, agreements and other legal documents necessary to execute the financing. All debt issued by the Township will be reviewed and approved by the bond counsel.
2. Financial Advisor - The Township will use the services of an Independent Registered Municipal Advisor (IRMA) as its Financial Advisor. The Financial Advisor shall advise and assist on transaction structuring and other general financial planning as needed by the Township. Any potential conflicts of interest involving the Township's Financial Advisory must be disclosed to the Township prior to appointment.
3. Underwriter - For a competitive and negotiated sale, the Township will enlist the services of an independent underwriter. The Township will follow all applicable state laws for purchasing requirements in order to select the underwriter. The Township will always seek an underwriter that provides the lowest price and best services.
4. Disclosure Counsel – Issuers of debt are required to report on the status of an issuance on an ongoing basis. This requires specialized expertise and is generally a service for which local governments contract with outside counsel.

2.10 COLERAIN TOWNSHIP FRAUD POLICY

PURPOSE

Fraud is a drain on government resources and directly violates the trust of public. It is not tolerated in any form by Colerain Township. Any fraudulent activity is a serious offense against both the Township and general public of Colerain.

REPORTING GUIDELINES

Colerain Township employees should report any suspicion of fraud to the Auditor of State. Ohio Revised Code section 117.103 outlines the State of Ohio Fraud Reporting system in full detail. Given the sensitivity associated with reporting fraud, employees should report the activity to the state. It is at the employee's discretion to report this suspicion to internal management (including the employee's department head, Police, or Administration). The employee should not report the suspicion directly to the individual who may have committed fraud.

STATE OF OHIO FRAUD REPORTING SYSTEM

The Ohio Auditor of State's office maintains a system for reporting fraud, including the misuse of Township money by an employee or elected official. The system allows employees and citizens to file anonymous reports to the State Auditor. If an employee has a suspicion that there is fraudulent activity occurring in the Township, they should contact the fraud reporting hotline at 1-866-FRAUD OH (1-866-372-8364), online at www.ohioauditor.gov, or via mail at the following address:

Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Reporting of fraud is protected under the same Whistleblower protections found in the employee manual and under the Ohio Revised Code section 124.341.

EXAMPLES OF FRAUD

If an employee is uncertain if the activity or behavior constitutes fraud, they should err on the side of caution and report the activity to the Ohio Auditor of State. While Fraud is not easily defined and can vary, given the circumstances, the following list can provide an example of potential fraudulent behavior:

1. Theft or misappropriation of Township resources;
2. Falsification of official documents or reports;

3. Corruption or official misconduct, including misuse of Township information, conflicts of interest, or offering or accepting bribes;
4. Improper use or spending of Township tax dollars;
5. Violations of Township procurement policy or contract fraud;
6. Tampering with government records;
7. Obstructing, retaliating against, or tampering with a public servant, witness, prospective witness, or informant.

WHISTLEBLOWER PROTECTION

Any employee who suspects and reports fraud violations in good faith are protect by ORC 124.341 and the Colerain Township Whistleblower Policy. The Township will not retaliate, nor will it tolerate retaliation, against persons who, in good faith, report suspected violations or who participate in the investigation of suspected violations. In event that an act of retaliation occurs, it should be reported immediately to the Township Administrator who will investigate any such report.

2.11 COLERAIN TOWNSHIP INVESTMENT POLICY

PURPOSE

It is the policy of Colerain Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

SCOPE

This policy includes all funds governed by the Township. The Fiscal Officer will routinely monitor the contents of the Township's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly.

INVESTMENT OBJECTIVES

The purpose of the investments is to maximize the returns on the Township's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments, further categorized below:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the Township shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio.
2. Liquidity: The Township's investment portfolio will remain sufficiently liquid to enable the Township to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security.
3. Return on Investments: The Township's investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Township's investment risk constraints and the cash flow characteristics of the portfolio.

INVESTMENT AUTHORITY

Management and administrative responsibility for the investment program is hereby delegated to the Fiscal Officer of the Township who, under the delegation of the Board of Trustees, shall establish and monitor procedures for the operation of the investment program. The standard of prudence to be used by the investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials will disclose any material interests in financial institutions with which the Township conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER/DEALERS

The Fiscal Officer will maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as designated by the Township. All financial institutions, investment advisors, and broker/dealers who execute investment transactions must provide a certification of having read the Township's investment policy. Their signature will be required indicating they have received, read, understand, and will abide by its contents when recommending or selling investments to the Township.

AUTHORIZED INVESTMENTS

The Board authorizes the Fiscal Officer to make investments of available monies from the funds of the Township in securities authorized in Ohio Revised Code Chapter 135.14 as amended.

MAXIMUM MATURITIES

To the extent possible, the Township shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Township will not directly invest in securities maturing more than five years from the date of purchase. Exceptions to this maturity restriction may exist for certain eligible investments under Ohio Revised Code 135.14 and are allowable under this policy.

INVESTMENT RESTRICTIONS

Derivatives: Under no circumstances my Township funds be invested in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law.

The Fiscal Officer will not make investments which they do not reasonably believe can be held until the maturity date or leverage any investment. The Fiscal Officer, acting in accord with the law, may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

INVESTMENT EARNINGS

As provided by Ohio Revised Code Section 3315.01, the Board of Trustees may adopt a resolution requiring the Fiscal Officer of the Township to credit earnings made on the investment of principal of the monies specified in the resolution to the fund from which the earnings arose or any other fund of the Township as the Board of Trustees specifies in the resolution. Additionally, remaining investment earnings not included in the Ohio Revised Code will be deposited to the General Fund of the Township.

INVESTMENT REPORTING

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, maturity date, settlement date, and coupon date. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities, and all transactions during the month, income received and investment expenses paid and the names of any persons effecting transactions on behalf of the investment authority.

SECURITY FOR REPAYMENT OF PUBLIC DEPOSITS

All public depositories shall comply with Ohio Revised Code Chapter 135 with respect to collateralized security for the deposits of the Township. Failure of an institution to abide by any of the provisions of this Chapter is cause for immediate suspension of the institution as a public depository for any Township funds.

________________________________ ________________________________

FISCAL OFFICER/DATE BOARD OF TRUSTEES PRESIDENT/DATE

2.12 COLERAIN TOWNSHIP USE OF UNIFORM GUIDANCE FOR THE MANAGEMENT OF FEDERAL GRANTS

PURPOSE

As a recipient of grants from the federal government, the Township is required to follow federal law, including the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* set forth in Title 2, Subtitle A, Chapter II, Part 200 of the *Code of Federal Regulations* and commonly referred to as the "Uniform Guidance." The full text of the guidance is available electronically at https://www.ecfr.gov and is incorporated herein by reference.

The purpose of the uniform guidance is to provide a consistent set of management principles and requirements across federal grant-making agencies.

POLICY

It is the policy of the Township that the appropriate staff shall review, understand, and follow the Uniform Guidance to ensure compliance with its provisions.

ENFORCEMENT

In any year in which the Township receives more than $750,000 in federal funding, it will be subject to a Single Audit of all its financial activity for the year. Any violation of the Uniform Guidance that results in an audit finding shall be corrected immediately.

2.13 COLERAIN TOWNSHIP FUND BALANCE POLICY

PURPOSE

Maintaining a proper fund balance in the major funds of the Township is critical to the financial stability of the Township. Fund balances provide a needed cushion in the event of a revenue shock or lasting emergency.

Due to the structure of property tax levies in Ohio, it is common for levy supported funds to maintain a fund balance over time. This is because a levy is set to raise a specific amount over the full term, yet the costs associated with providing that service increase over the term of the levy.

This Policy establishes thresholds for fund balance in each of the major funds. Should a situation arise in which a fund will fall out of compliance with this policy, Township staff shall present alternatives to the Board of Trustees to address the shortfall.

Across all funds, the Township shall maintain a reserve of at least 50 percent of the expenses from the prior year. One-time funds, such as major grants and bond financings, may be excluded from this threshold. The fund balance targets for each of the other funds are listed below, if applicable. If a fund balance target is not listed, the expectation is that the fund balance not be negative.

GENERAL FUND

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund. The fund balance for the General Fund shall be 100 percent of prior year expenses.

SPECIAL REVENUE FUNDS

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges. The fund balance for this fund shall be at least 50 percent of prior year expenses, due to its reliance on the inside millage of the property tax.

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining, and repairing Township roads. The fund balance for this fund shall be at least 50 percent of prior year expenses.

Motor Vehicle License Tax - This fund receives vehicle license fees money to pay for constructing, maintaining, and repairing Township roads. The fund balance for this fund shall be at least 50 percent of prior year expenses.

Police District - This fund receives levy tax money to pay staff and equipment in the police department. The fund balance for this fund shall be at least 25 percent of prior year expenses.

Law Enforcement Trust- This fund receives funds through asset forfeiture and pays for eligible public safety expenses.

Fire District - This fund receives levy tax money to pay staff and equipment in the fire and EMS department. The fund balance for this fund shall be at least 25 percent of prior year expenses.

Zoning – This fund receives funds from the general fund and permit fees to pay for zoning code enforcement.

Emergency Medical Services (EMS) – This fund receives monies from billed EMS services performed by our Fire & EMS Department, and used to fund such activates.

Parks & Services – This fund receives funds from the general fund, shelter rentals and permit fees to pay for zoning code enforcement.

Community Center – This fund receives funds from the general fund and room rental fees to pay for the operations of the Community Center.

Lighting Districts – This fund received funds from property tax assessments and pays for artificially lighting residential streets in the Township.

American Rescue Plan – This fund receives funds from the federal government through the American Rescue Plan Act and pays for eligible uses under the Act.

TIF – Kroger – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF-Colerain Towne Center/Rumpke – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF-Duke – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF-Northridge – This fund received monies from the issuance of bonds as a result of tax increment financing.

Sidewalk Waiver—This fund receives funds from developers in lieu of construction of sidewalks for the purpose of maintaining and constructing sidewalks elsewhere in the Township.

CAPITAL PROJECT FUNDS

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Ohio Public Works Commission – This fund receives loan proceeds from the OPWC for the reconstruction of Township roads and pays debt service on those loans.

PROPRIETARY FUNDS

Self-Insurance Fund - This fund receives funds from the employer and employee shares for medical insurance and pays for medical insurance. The balance of this fund is governed by the Self Insurance Fund Policy.

TYPES OF FUND BALANCE

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources.

The classifications are as follows:

1. Non-spendable

The Township classifies assets as non-spendable when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can commit amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as restricted or committed. Governmental funds other than the general fund report all fund balances as assigned unless they are restricted or committed. In the general fund, assigned amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

CONSENT ITEMS

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Donation Acceptance – Department of Fire & EMS - $200.00
Recommend ADOPTION of the Motion.

Rationale:
Request authorization to accept a donation of $200 (two $100.00 Kroger gift cards) from the family of George Pearson, Jr. in appreciation for community risk reduction, emergency medical and fire protection services provided to the community.

YOU REALLY MADE
A DIFFERENCE.

The family of George B.
Pearson, Jr. wants to thank you
for all your help during his
illness. He passed away on
September 8th.

Warm Regards,

Sue & Family

CONSENT ITEMS

Department:	Fire
Department Director:	Allen Walls, Fire Chief
Strategic Plan Goal:	Strategic Goal #5: Continue to Provide High Quality Safety Services

Donation Acceptance – Department of Fire & EMS - $4,224.00
Recommend approval of all consent items.

Rationale:
Request authorization to accept a donation of $4,224.00 (physical fitness equipment and office furniture) from Mr. Edward Waltz, 5362 Stonetrace Ct., Cincinnati, OH 45251 in appreciation for community risk reduction, emergency medical and fire protection services provided to the community.

Edward & Bernice Waltz – 5362 Stonetrace Dr. - Cincinnati, OH 45251

To whom it may concern:

I, Allen Walls Fire Chief Colerain Fire and EMS
Please *print your* name, title and the name of receiving organization(s)

have received the following listed donation items from Edward and Bernice Waltz intended for the Colerain Twp., Ohio, Fire Deparment:

	(Approximate cost new)
Vintage NordicTrak Ski Machine -	**$250.00**
PowerHouse phc1955 Weight Bench -	**$346..00**
Full set+ York Cast Iron Barbell Weights -	**$470.00**
20-lb. Set of Solid Dumbells -	**$28.00**
1 Steel Six-Drawer Office Desk (30" deep x 60" wide x 29" h with laminate writing top -	**$500.00**
1 Spirit Motorized Treadmill XT385/XT485	**$1,880.00**
1 Wooden Credenza (20" deep x 63" wide x 28" high	**$750.00**

Please *sign and date* below: (thank you)

Allen Walls — 9/22/2021

Signature **Date**

CONSENT ITEMS

Department:	Administration
Department Director:	Geoff Milz, Administrator
Strategic Plan Goal:	Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Contract - Council on Aging - Senior Meal Distribution
Recommend approval of all consent items.

Rationale:
This contract provides a schedule of funds for the delivery of meals to seniors in our community.

CONSENT ITEMS

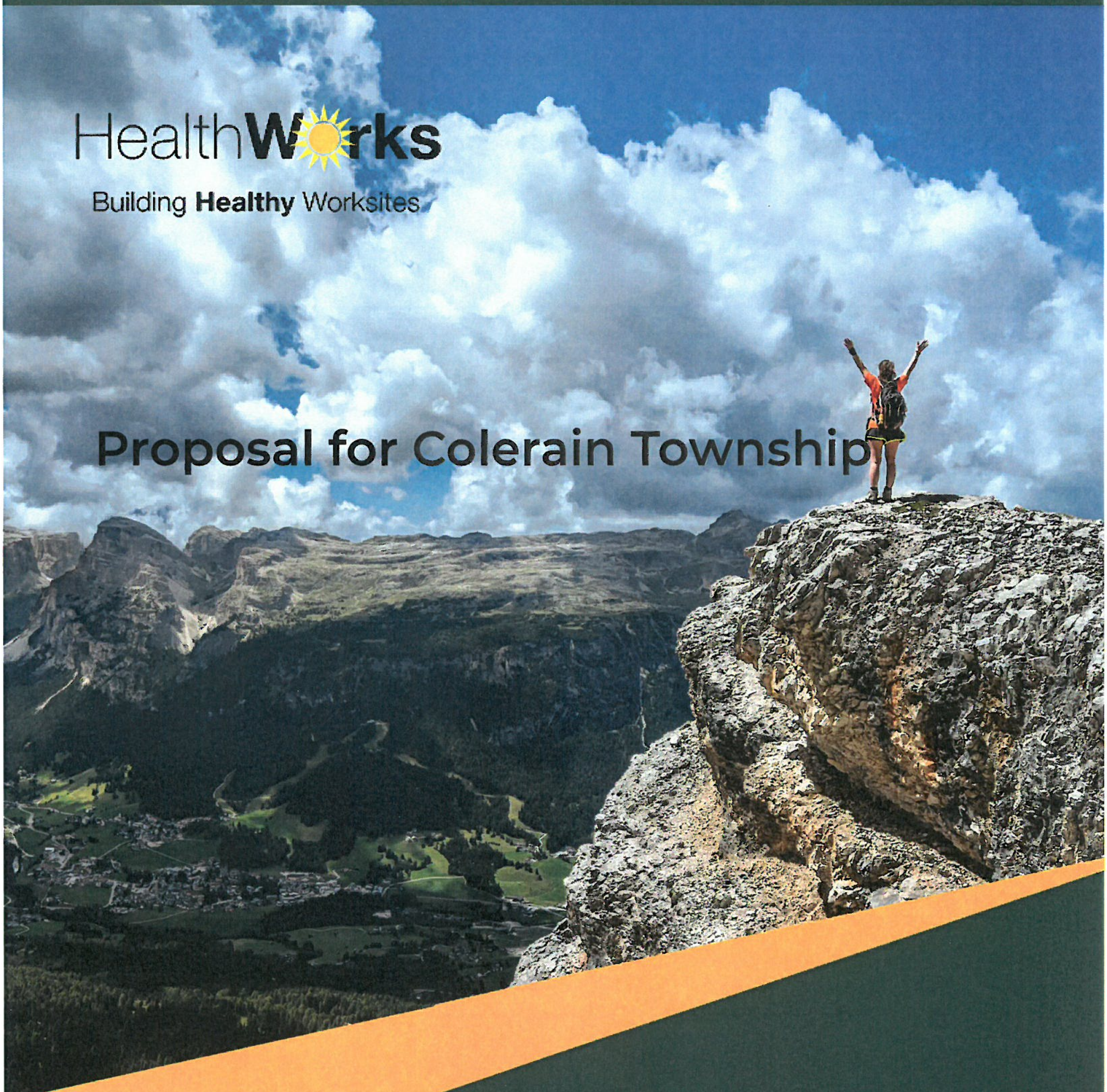
Department:	Administration
Department Director:	Geoff Milz, Administrator
Strategic Plan Goal:	Strategic Goal #6: Continuously Improve the Operations of the Township

Contract - Healthworks - Biometric Screenings
Recommend approval of all consent items.

Rationale:
Healthworks provides biometric screenings for our employees.

HealthWorks

Building **Healthy** Worksites



Proposal for Colerain Township

Written by CatherineLusky

SECTION 1

Introduction

WELLNESS SOLUTIONS

for

Colerain Township

HealthWorks is pleased to partner with you again!

We are grateful for the opportunity to provide wellness solutions for Colerain Township. Thank you.

Enclosed you will find the following documents:

1. Proposal-List of Services and Applicable Pricing Estimates (acceptance required)
2. HealthWorks Service Agreement-Please take a moment to review, some additional fees may apply and will be outlined in this agreement (acceptance required).
3. Eligibility Template (an attachment)-Please complete the entire excel template and e-mail back to me. Please return this via secure method. If you do not have access to a secure server, please let me know and I can assist you.
4. EEOC documents (2 attached)-The EEOC Final Ruling on Wellness Programs is for your files/information only. The Employee Notice is what you will distribute to your employees, if applicable.

If you need more information regarding the EEOC ruling please click on the link below.

https://www.eeoc.gov/laws/regulations/qanda-ada-wellness-final-rule.cfm

SECTION 3

Your Investment

SECTION 3

Your Investment

SO...HERE'S THE DEAL

What a great way to invest in your people and their future

Service	Price	QTY	How Billed	Subtotal

Biometric Screening-Fingerstick with A1C HealthWorks will invoice Colerain Township for each screening done.	$58.89	14	Per participant	$824.46
Biometric Screening- Fingerstick with A1C for non-members Employees can pay HealthWorks directly if they do not carry MMOH, Anthem or Humana insurance.	$68.00	0	Per participant	$0.00
Additional Fees May Apply-See HealthWorks Agreement Below	$0.00	1		$0.00
				$824.46
			Total	**$824.46**

This quote is based on an estimated number of participants and subject to change.

Please note, the following additional fees *may* apply based on the scope of the project:

- Staff fee for over/under staffing
- Staff fee for not meeting minimum participation requirements
- Travel fees, *if applicable*

Invoiced to: Colerain Township

SECTION 5

Next Steps

HOW TO GO AHEAD

We appreciate your continued business. As with everything, we make things as simple as possible.

Before we get started you need to:

- **Review the Healthworks Agreement (and initial where prompted)**

- Sign below to accept this Proposal and the HealthWorks Agreements
- Return the Eligibility Template by Sept. 25th

Description and Terms of Services

1. Services to be rendered:

HealthWorks will provide adequate staff for conducting biometric health screenings and/or health awareness programming as described in the original proposal.

2. Minimum Participation Requirement:

HealthWorks requires a minimum of 25 participants scheduled consecutively or additional fees will apply:

Fees for Events With <25 Participants

# of Participants	Additional Charge
1-9	$300.00
10-24	$150.00

- *Note: participants who elect biometrics only (ht., wt., waist, BP) will NOT be applied to the minimum requirement.*

3. Event Details:
Client is responsible for monitoring participation and must notify HealthWorks at least 7 days prior to the screening if the estimated number of participants has changed, to prevent over-staffing or under-staffing. Failure to do so may result in a fee of $75/hour/extra staff member sent on site. PLEASE NOTE: Appointments must be scheduled consecutively or additional staff fees may apply. Any such staffing fees will be invoiced to Client.

Event Date	Location	Estimated Participants	Event Time
October 26th	4200 Springdale Rd. in Trustee Chambers	14	7-9:30 am

4. Marketing Toolkit:
HealthWorks will provide the following: 1) checklist for rolling out health screening event; 2) excel template for client to populate a list of all benefit-eligible health screen participants (MUST be returned by requested date on checklist); 3) promotional flyer to be circulated by Client to its employees.

5. Scheduling (for biometric screening event): Please note additional fees that may apply.

- **HealthWorks online appointment scheduler:** This is the preferred scheduling method. HealthWorks will create a link on HealthWorks website (www.cincyhealthworks.com) to allow Client's employees to schedule their screening appointments online. Client's employees may also choose to call HealthWorks directly (513-751-1288) to schedule an appointment.

- **Client manages the scheduling in-house:** Client will submit all appointments to HealthWorks via the online scheduler or provide us with a typed Excel spreadsheet no later than 3 business days prior to the scheduled screening date. A $150 charge will be added for schedules not provided to HealthWorks 3 business days prior to the event.

6. Corporate Reporting/Wellness Program Recommendations: Upon completion of Health Screening event, HealthWorks will (only applicable with groups of 25+) provide a Corporate Health Data Report that includes aggregate biometric values. For additional reporting requests, a $50/hour fee may apply.

7. Results Delivery: Results will be mailed to participants' homes in the case of a venipuncture screening. For finger stick screenings, results will be hand delivered to the participant at the event. In both cases, results will be entered in the HealthWorks portal for online viewing.

8. Offsite Screening (Physician or LabCorp): Collection fees in addition to the screening costs apply for off-site screenings (LabCorp $15, Physician $10). Set up fees may also apply for PCP campaign only clients. Client understands that all employees and spouses screened via LabCorp or Primary Care Physician will have their biometric information processed – and personal reports created -- by HealthWorks within 7 business days of our receiving their data.

9. Travel/Expenses (*If Applicable*):

- HealthWorks will invoice Client for mileage for any job that is ≥40 miles from the closest HealthWorks regional office. Rate is based on current IRS allowable rate/staff member.

Staff Travel Fees:

- A half day travel charge of $125/staff member will be charged for jobs requiring one-way travel of 60-100 miles
- A full day travel charge of $250/staff member will be charges for jobs requiring one-way travel of 100+ miles

Hotel Charges

- Hotels charges will be billed directly to client (Note, this does not include incidentals)

- Pre-event: as required for jobs with travel and a start time before 8:30am
- Post-event: as required (to be determined by HealthWorks and agreed upon by Client prior to contract finalization)

Miscellaneous Fees:

- Costs associated with shipping supplies to job sites (as applicable) will be billed directly to client.
- For screening events with start times of 6:00am or earlier – OR – after 7:00pm, a $50 fee will be charged per HealthWorks staff member.
- Weekend Event Charge: an additional $50 per HealthWorks staff member will be charged for weekend screenings.

10. Cancellation / Date Change Policy:

Client agrees to the following cancellation fees:

- A $300 cancellation fee will be charged for all screening events cancelled within 7 business days of the confirmed date
- A $500 cancellation fee will be charged for all screening events cancelled within 3 business days of the confirmed date
- Change of screening date: Client understands that HealthWorks cannot guarantee a specific date if Client needs to change the date of a scheduled event. If HealthWorks needs to send staff from a different region to accommodate new date as the results of the client changing original date, then additional travel fees may apply.

11. Insurance:

HealthWorks has agreements with many insurance carriers and will file claims for Clients' employees if these carriers are the employees' primary (not a secondary) insurance. HealthWorks does not accept Medicare or Medicaid. HealthWorks shall maintain professional insurance and liability insurance and will provide a copy of its policies to Client for its records upon request.

12. Uninsured / Rejected Claims:

HealthWorks will invoice Client for any rejected claims and/or for participants not covered under Client's health insurance plan. (Please note: HealthWorks is unable to file Anthem Pathways claims.) Rejected claim or uninsured participant pricing:

- Venipuncture (no A1-C) = $50
- Venipuncture w/A1-C = $63
- Finger Stick (no A1-C) = $55

- Finger Stick w/A1-C = $68

13. Privacy:
HealthWorks agrees to keep all the information obtained from the health risk screens confidential and to comply with all applicable laws regarding such information.

Employee Engagement Data.
HealthWorks and its Agents understand and agrees that Client is the sole and exclusive owner of all data and information about Participants provided by Client in accordance with this Agreement ("Participant Data"). All Participant Data supplied to HealthWorks or gathered with the Elevate engagement portal, hereunder, in any form, and any and all copies thereof, are to be used by HealthWorks and its Agents solely in the performance of its rights and obligations under this Agreement. Such obligations may include reviewing performance data used to prepare executive level reporting or making recommendations for program improvements, monitoring rewards fulfillment activities, and assisting with program administration as well as other tasks as assigned.

HealthWorks	Colerain Township
Signature *Denise Flickner*	Signature [signature]
Name **Denise Flickner**	Name Geoff Milz
Title **Founder & CEO**	Title Township Administrator
Date Jul 23, 2021	Date 9.22.21