COLERAIN
TOWNSHIP ~ OHIO

Minutes

January 2, 2024

1. **Opening of Meeting** 6PM
Ms Ulrich called the meeting to order at 6:00pm.
All trustees and the fiscal officer were present.

2. **Election of President**
Mr Wahlert motioned for Ms Ulrich to continue as President of the Board, Seconded Ms Ulrich.
Discussion:
Mr Unger - I think it's important that the presidency rotate. I was president in 2018. I yielded to Raj (Rajagopal) in 2019. I was president in 2020, Raj (Rajagopal) was president in 2021, Matt (Wahlert) was president in 2022, Cathy (Ulrich) was president in 2023. And I just think it makes for better local government for it to rotate.
Mr Wahlert - I don't know how much of a rotation there's been. This will be my fifth year and I've been president once. I think one year is a learning curve.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Ms Ulrich elected as president of the board 2024.

3. **Election of Vice-President**
Mr Wahlert nominates Mr Unger as Vice President.
Mr Unger - I am not interested in being Vice President, because my theory that the position should rotate also goes for vice president.
Mr Unger nominates Mr Wahlert as vice president, Seconded Ms Ulrich
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Mr Wahlert elected as vice president of the board 2024

4. **Pledge of Allegiance**
All recited the Pledge of Allegiance.

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

6. **Organizational Items**

a. Resolution Authorizing the Advance of Funds - CDBG
Mr McElravy recommended ADOPTION of Resolution #1-24.
Rationale: In the 2024 Strategic Plan and Budget, the Board of Trustees appropriated Community Development Block Grant (CDBG) funds. This year, the County will provide a three year update to the CDBG plan so the Township's CDBG projects have

yet to be determined. Colerain anticipates an award of $100,000 per year for the three year cycle. Hamilton County awards CDBG funding to the township, and it recently changed the method by which it administers CDBG. In the past, the Township would submit invoices to the County, who would then pay them. Now, the Township must incur the expense and be reimbursed. This resolution authorizes staff to advance $100,000 from the General Fund to Fund 2908- CDBG. Once the Township is reimbursed, staff will receipt the funds to Fund 2908 and then repay the advance to the General Fund.
Motion Mr Unger, Seconded Mr Wahlert
Discussion:
Ms Ulrich - Can you give an example of what this money was used for last year?
Mr McElravy - Last year was a little bit of an aberration. There were plans that we had for those funds that actually didn't come to fruition. But, these funds can typically be used for community development work.
Mr Weckbach - The most recent project paid for by these funds was the new playground at Skyline Park.
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

b. Resolution Authorizing the Transfer of Funds

Mr McElravy recommended ADOPTION of Resolution #2-24.
Rationale: The 2024 Strategic Plan and Budget calls for the following transfers out of the General Fund:
- $2,000,000 to the Police District Fund (2081)
- $229,881 to the Zoning Fund (2181)
- $1,163,437 to the Park Fund (2911)
- $233,229 to the Community Center Fund (2912)

The 2024 Strategic Plan and Budget also calls for the following transfers out of the Fire Fund to cover the bond payments for 2024:
- $1,176,925 to the Special Assessment Fire Bonds Fund (3301)
- $800,000 to the Capital Project - Fire Fund (4101)

Motion Mr Unger, Seconded Mr Wahlert
No discussion:
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

c. Motion to Authorize the Purchase of Capital Equipment and Vehicles according to the Attached Schedule A

Mr McElravy recommend ADOPTION of the Motion.
Rationale: Annually, the Township adopts appropriations, which include a number of capital items. In conjunction with these appropriations and the Township Strategic Plan and Budget Book it is recommended that the attached list of capital items be approved by the Board of Trustees. Subsequent to this motion, staff will work with vendors to secure quotes and issue purchase orders for these items. Consistent with all large

purchase orders, these purchase orders will need to be authorized and approved by two of the three Trustees prior to purchase. All purchases will not exceed the amount listed in the attachment. If quotes are obtained and the total purchase price would exceed the amount listed, then the new amount would come forward as a future agenda item prior to purchase.
Motion Mr Unger, Seconded Ms Ulrich
No discussion:
All voted Yes. Motion approved.

d. Motion to Approve 2024 Regular Meeting Dates for the Board of Trustees and Rules for Special Meetings

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: Special meetings will be held as necessary and will noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer. Please note two proposed changes to the regular calendar to move the January and March meetings to the fourth Tuesday of the month.
Motion Mr Unger, Seconded Mr Wahlert
Discussion:
Mr Unger - Another thing we're doing differently is the last two years we've had a meeting the morning of the Memorial Day Event. This year the next day is a regular meeting date so that's why we're not having a meeting on May 27th this year. I would hope we'd go back to that in 2025.
All voted Yes. Motion approved.

e. Motion to Approve 2024 Regular Meeting Dates for the Code Enforcement Review Board

Mr Weckbach recommend ADOPTION of the Motion.
Rationale: Special meetings will be held as necessary and will noticed twenty-four hours prior to the start of the meeting. This notice will be sent to the news media, specifically the Cincinnati Enquirer. The Code Enforcement Review Board is scheduled to meet on the third Wednesday of each month.
Motion Mr Unger, Seconded Ms Ulrich
Discussion:
Mr Wahlert - I assume the the CERB will have meeting minutes and a president?
Mr Weckbach - Yes, they will follow all the open meetings guidelines. Waycross is going to film it
Mr Wahlert - Who is entitled to call a meeting?
Mr Weckbach - They have bylaws that speak to those.
All voted Yes. Motion approved.

f. Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: Each year the Township Trustees adopt this motion to continue the service of part-time employees.
Motion Mr Unger, Seconded Mr Wahlert
No discussion:
All voted Yes. Motion approved.

g. Motion to appoint David Miller as Representative and Tiphanie Mays as Alternate to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Intermodal Coordinating Committee (ICC)

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: The ICC members provide general technical advice for the Executive Committee and Board of Directors for OKI as required, and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors. The ICC also advises and assists the Deputy Executive Director and staff in obtaining data required for continuing transportation planning commensurate with the Unified Planning Work Program, and other agreements for all areas of planning. Mr. Miller is recommended to serve as the primary representative for the Township and Ms. Mays is recommended to serve as the alternative on this committee. Mr. Miller has served as the primary for the Township since 2022 and Ms. Mays has served as the alternate since 2023.
Motion Mr Unger, Seconded Ms Ulrich
No discussion:
All voted Yes. Motion approved.

h. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than $2,500

Mr Weckbach recommended ADOPTION of the Motion.
Rationale: State law allows Township Trustees to delegate authority to sign purchase orders with a value equal to or less than $10,000 to the Township Administrator so that business can be conducted efficiently. In 2023, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than $2,500.00. Trustee Unger states: "this continues to provide an important check and balance in local government as the elected trustees are ultimately responsible for all purchases."
Motion Mr Wahlert, Seconded Ms Ulrich
No discussion:
All voted Yes. Motion approved.

i. Resolution Authorizing the Expenditure of Public Monies for "Coffee, Meals, Refreshments, or Other Amenities"

Mr Weckbach recommended ADOPTION of Resolution #3-24.

COLERAIN
TOWNSHIP - OHIO

Rationale: The Auditor of State provides guidance on the use of public monies for meals, coffee, and other refreshments as part of community events. This Resolution authorizes the expenditure of Township monies for that purpose for the events listed in the Resolution.Motion Mr Unger, Seconded Mr Wahlert
Discussion:
Mr Wahlert - If the PD has a suspect in interrogation, they often times ask for a meal and the PD has to pay for it out of their pocket. Is there a way to roll this into that?
Mr Weckbach - This would be the place to do it.
Mr Unger - I would ask Scott (Sollmann) is that something we need to do?
Mr Sollmann - For purposes of clarity I would recommend that.
Mr Weckbach - It happens infrequently, but in the off chance you have a victim,witness or suspect and the interview lasts 8 plus hours it would be the right thing to do.
Motion to approve Mr Wahlert's amendment to include police interviews Mr Unger, Seconded Mr Wahlert
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Motion to approve amended resolution Mr Wahlert, Seconded Mr Unger
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.
j. Motion to Approve the 2024 Payroll CalendarMr Weckbach recommended ADOPTION of the Motion.
Rationale: During the organizational meeting, the Board of Trustees will typically approve the payroll calendar for the upcoming year.
Motion Mr Wahlert, Seconded Ms Ulrich
No discussion.
All voted Yes. Motion approved.

7. Public Hearings

a. Public Hearing for Zoning Commission Case ZA2023-16, Zoning Text Amendment to Modify Mobile Food Services Regulation

Staff presented the decision of the Zoning Commission to the Board of Trustees on December 12, 2023. The Trustees are required to hold a public hearing on this item within 30 calendars days, once notice has been provided.
Motion to open the public hearing Mr Wahlert, Seconded Mr Unger
Mr Sollmann swore in those who wished to speak
Matt Tietsort - Spoke in support of the amendment.
Motion to close the public hearing Mr Wahlert, Seconded Ms Ulrich
All voted Yes. Public hearing closed.

b. Public Hearing for Zoning Commission Case ZA2023-17, Zoning Map Amendment from R-6 to B-1 for 3541 & 3551 Banning Road

Staff presented the decision of the Zoning Commission to the Board of Trustees on December 12, 2023. The Trustees are required to hold a public hearing on this item within 30 calendars days, once notice has been provided.
Motion to open the public hearing Mr Wahlert, Seconded Ms Ulrich
All voted Yes. Public hearing opened.
Mr Sollmann swore in those who wished to speak
Johnathan Woeker - Spoke representing Mr Davis in support of the amendment. The plan would square up the property for redevelopment.
Mr Unger - 3531 Banning, 3523 Banning and 3515 Banning are owned by the same person, which is not you?
Mr Davis - Correct.
Ms Ulrich - That clean up has been taken care of?
Mr Miller - There were questions initially raised by the zoning commission regarding some of Mr Davis' construction aggregate. He did clean that up.
Motion to close the public hearing Mr Unger, Seconded Mr Wahlert
All voted Yes.
Public hearing closed.

8. New Business

9. Development

a. Resolution Approving or Denying Zoning Commission Case ZA2023-16, Zoning Text Amendment to Modify Mobile Food Services Regulation

Mr Miller recommended ADOPTION of Resolution #4-24.
Rationale: The Colerain Township Board of Trustees are required to hold a public hearing on recommendations received from the Colerain Township Zoning Commission prior to approving or denying any text amendments to the Zoning Resolution. This Public Hearing must be held within 30 days of receipt of the recommendation from the Zoning Commission. Due to the schedule change for the next Regular Meeting of the Board of Trustees to January 23, 2024, the Public Hearing is being requested for January 2, 2024 during the scheduled Organizational Meeting of the Board of Trustees.
Motion to approve Resolution Mr Wahlert, Seconded Ms Ulrich
Discussion:
Ms Ulrich - With more food trucks coming in. Is there any other fines that will be imposed if we see a continued disregard for the rules?
Mr Miller - The penalty is in another section.
Mr Wahlert - I have an issue with competition this provides to brick and mortar places as well who are tax paying initites. Is there a cap on this?
Mr Miller - We did not place a cap on food trucks
Mr Wahlert - Is that something that would be useful
Mr Weckbach - We've placed caps before but we can revisit that.

COLERAIN
TOWNSHIP ~ OHIO

Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

b. Resolution Approving or Denying Zoning Commission Case ZA2023-17, Zoning Map Amendment from R-6 to B-1 for 3541 & 3551 Banning Road

Mr Miller recommended ADOPTION of Resolution #5-24.
Rationale: This case would result in the rezoning of 3541 and 3551 Banning Rd. from R-6 to B-1. The objective is to consolidate the two parcels with adjoining B-1 parcels to allow for future development of a consolidated site.
Motion to approve Mr Wahlert, Seconded Mr Unger
No discussion:
Vote - Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Resolution passed.

10. Consent Items

No consent items

11. Executive Session if needed

Mr Weckbach recommended the board of trustees go into executive session in accordance with ORC section 121.22 (G)(1) to discuss employment of public employees.
Motion Mr Unger, Seconded Ms Ulrich
Vote Ms Ulrich - Yes, Mr Unger - Yes, Mr Wahlert - Yes
Executive session convened.

Ms Ulrich called the meeting back to order at 7:24pm.
All trustees and the fiscal officer were present.
Mr Weckbach had nothing to report from executive session.

12. Adjournment

Motion to Adjourn Mr Unger, Seconded Mr Wahlert
All voted Yes
Meeting adjourned at 7:25pm

Fiscal Officer　　　　Trustee

Trustee　　　　Trustee